



**CURRITUCK COUNTY  
NORTH CAROLINA**

July 18, 2022

Minutes – Regular Meeting of the Board of Commissioners

**6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for a regular meeting.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	
J. Owen Etheridge	Commissioner	Absent	

Chairman Payment called the meeting to order.

**A) Invocation & Pledge of Allegiance**

Commissioner Jarvis offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner White amended the agenda to include adding a letter to Consent Agenda supporting establishment of an open-heart surgery program at Chesapeake Regional Medical Center. A Closed Session was added to follow Consent Agenda, pursuant to G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industry or businesses within the county; and, pursuant to G.S. 143-318.11(a)(5) to establish or to instruct county staff concerning the position to be taken by the county in negotiating the price or other material terms of a contract for purchase of real property for property located at 2878 Caratoke Highway owned by Daniel W. Humphrey, and unaddressed property located at West Side Lane owned by Amy D. Wells and Ronald K. Bennett, to be used for any governmental purpose.

Commissioner Jarvis moved to approve the agenda as amended. Commissioner McCord seconded the motion. The motion carried, 6-0.

Approved agenda:

**6:00 PM Call to Order**

- A) Invocation & Pledge of Allegiance
- B) Approval of Agenda

**Public Comment**

*Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.*

**Commissioner's Report**

**County Manager/Attorney**

**Reports**

**Public Hearings**

- A) **PB 22-06 H2OBX, LLC:** Request for conditional rezoning from General Business and Conditional General Business to Conditional General Business to allow a campground with up to 335 campsites with associated amenities at 8526 Caratoke Highway (H2OBX Waterpark), Tax Map 124, Lot 137L, Poplar Branch Township.
- B) **PB 22-10 Beach Buggy, LLC: Use Permit request for Auto Sales and Rental Use to sell low speed electric vehicles located at 5760 Caratoke Highway, Tax Map 84, Parcel 30E, Poplar Branch Township. Use permit public hearing for low speed electric vehicle sales, Caratoke Highway, Poplar Branch Twp.**
- C) **PB 22-07 Currituck County Text Amendment:** Request to amend the Currituck County Unified Development Ordinance, Chapter 4. Use Standards, Chapter 8. Nonconformities and Chapter 10. Definitions and Measurement to make minor corrections and clarifications to ordinance language related to campgrounds.

**New Business**

- A) **Consideration of an Amendment to the Board of Commissioners Rules of Procedure to Provide for a Reading of a Code of Ethics Statement at Each Meeting**
- B) **Appointment of Megan E. Morgan as County Attorney and Consideration of County Attorney Employment Agreement**



**C) Board Appointments**

1. Game Commission
2. Senior Citizens Advisory

**D) Consent Agenda**

1. Budget Amendment
2. Resolution Appointing County Assessor and Tax Collector
3. Project Ordinance-School Lottery Funds for CCHS Roof Coating, Phase I
4. Project Ordinance-School Lottery Funds for JP Knapp Early College Foundation Repairs
5. Job Description Revisions
6. Surplus Resolution-Communications
7. Amended-Letter of Support for Open-Heart Surgery Program at Chesapeake Regional Medical Center
8. Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022

**Closed Session**

Amended-Closed Session Pursuant to G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industry or businesses within the county; and, pursuant to G.S. 143-318.11(a)(5) to establish or to instruct county staff concerning the position to be taken by the county in negotiating the price or other material terms of a contract for purchase of real property for property located at 2878 Caratoke Highway owned by Daniel W. Humphrey, and unaddressed property located at West Side Lane owned by Amy D. Wells and Ronald K. Bennett, to be used for any governmental purpose.

**Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Kevin E. McCord, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Chairman Payment acknowledge the absence of Commissioner J. Owen Etheridge and opened the Public Comment period.

Renee Etheridge, Moyock, provided an update on her husband, Commissioner J. Owen Etheridge, who has been dealing with health impacts from a fall in March of this year. She reported he is at home recovering and encouraged citizens to contact him with questions. She provided assurance of his dedication to the County and dispelled rumors that he plans to step down after he is sworn in this December.

There were no other speakers and the Public Comment period was closed.

### **COMMISSIONER'S REPORT**

Commissioner McCord wished a speedy recovery for Commissioner J. Owen Etheridge. He commended staff involved in planning this year's July 4th fireworks event and thanked coaches and volunteers for a successful baseball and softball all-star season. He encouraged caution when driving on the roadways and said many speeding violations are being issued.

Commissioner Beaumont recognized Currituck County's Fire and Emergency Medical Services (EMS) personnel as the best equipped and best trained teams of responders. He said his daughter suffered a life-threatening emergency in another area and the response team was not equipped to provide advanced care. He is proud of the County's advanced life support capabilities.

Chairman Payment spoke of the letter of support to assist Chesapeake Regional Medical Center with establishing an open-heart surgery center. He serves on the Albemarle Regional Health Services Board and announced Director, Battle Betts, will retire at the end of July. He encouraged safety on the roadways.

Commissioner White discussed the letter of support for an open-heart surgery program at Chesapeake Regional Medical Center. He thanked first responders and volunteers for their efforts.

Commissioner Jarvis spoke of numerous motor vehicle accidents and close calls that occur at the corner of Edgewater Road and North Carolina Highway 158 in Harbinger and encouraged citizens to express their concerns directly to the North Carolina Department of Transportation (NCDOT). She asked drivers to be patient, kind and to be safe on the roadway. She recognized the work of first responders, as well as Chief Building Inspector, Bill Newns, and Inspections staff, and Parks and Recreation Director, Jason Weeks, and staff following complimentary calls she received from citizens. She offered prayers for Commissioner J. Owen Etheridge.

### **COUNTY MANAGER/ATTORNEY REPORTS**

County Manager, Ike McRee, announced two upcoming meetings. Staff will meet with the design-build team for the new Tulls Creek Elementary School, and a stakeholder meeting is scheduled to discuss the off-road area land swap. Mr. McRee updated the Board on the Corolla ABC store construction project.

**PUBLIC HEARINGS****A. PB 22-06 H2OBX, LLC:****APPLICATION SUMMARY**

<b>Property Owner:</b> H2OBX LLC 13 Green Mountain Dr Cohoes NY, 12047	<b>Applicant:</b> H2OBX LLC 13 Green Mountain Dr Cohoes NY, 12047
<b>Case Number:</b> PB 22-06	<b>Application Type:</b> Conditional Rezoning
<b>Parcel Identification Number:</b> 0124000137L0000	<b>Existing Use:</b> Outdoor Recreation (Waterpark)
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 96.77
<b>Current Zoning:</b> GB and C-GB	<b>Proposed Zoning:</b> C-GB
<b>Zoning History:</b> Main parcel HI to C-GB 5/2/2016; Others B (1975), GB (1989 and 2013)	

**NARRATIVE**

The Board of Commissioners (BOC) approved the current C-GB zoning on the property on May 2, 2016, to allow an outdoor recreation facility including a waterpark with associated infrastructure and amenities including restaurants, water slides, restroom facilities, employee housing/dorms, stormwater management, on site sewer treatment and disposal, parking, and all other required features as required by county, state, and federal regulations. On February 7, 2022, the BOC approved an amendment to the Unified Development Ordinance (UDO) to allow for new campgrounds. Upon the approval of that text amendment, this request was submitted for the addition of a campground on the site with up to 244 RV campsites, 25 tent sites, and 66 cabin sites (total of 335 campsites.) Proposed amenities include such things as the following: swimming pool, playground, pickleball courts, cornhole courts, shuffleboard courts, sand volleyball court, lodge, pavilion, golf cart rentals, and a dog park. These amenities are detailed in the attached applicant's submittal package.

<b>SUMMARY</b>	<b>CAMPSITES</b>	<b>CABINS</b>	<b>SEASONAL CAMPSITES</b>	<b>DENSITY</b>
UDO ALLOWANCE	500	100	100	12 campsites/ac
REQUEST	335	66	67	3.46 campsites/ac

Since the UDO requires that new campgrounds shall only be accessed from a major arterial street, the campground will be accessed from the existing waterpark entrance. Ballast Rock Road will not be used for campground access, but it will continue to be used as a maintenance access for the wastewater treatment plant. The applicant has agreed to place private access signage along Ballast Rock Road to prevent its use by the general public. (See Agreed Upon Conditions of Approval)

The number of campsites and amenities on the campground property are limited by the capacity of the existing on-site wastewater treatment plant. The applicant has agreed to conditions to ensure that the wastewater usage does not exceed what has been permitted. Development of the site will be done in phases. The existing wastewater plant will have adequate facilities for phase one of the development. Should additional wastewater facilities be required for phase two, all necessary approvals shall be obtained from NCDEQ. (See the Agreed Upon Conditions)

**COMMUNITY MEETING**

A community meeting was held on February 22, 2022. Seven people attended the meeting, including staff. Questions primarily involved the start date, total acreage, site fencing or containment, the use of Ballast Rock Road, campground management, and noise concerns. A complete summary of the community meeting provided by the applicant is available in the supporting documentation attached to the staff report.

#### **SURROUNDING PARCELS**

	<b>Land Use</b>	<b>Zoning</b>
North	Commercial Park, Sand Mine	HI & GB
South	Commercial Park, Residential	LI, GB, AG
East	Residential	GB & MXR
West	Sand Mine, Wetlands	HI & GB

#### **LAND USE PLAN**

The 2006 Land Use Plan classifies this site as Full service within the Point Harbor subarea. The policy emphasis for the Point Harbor subarea is to allow portions of the Point Harbor area to continue to evolve as a full service community, but with better attention to the planning needed to protect residential areas and the natural features that work to make the area attractive.

Policy ED1	It promotes a new and expanding industry that diversifies the local economy, trains, and utilizes a more highly skilled labor force, and is compatible with the environmental quality of the county.
Policy ML4	With limited access from US 158 and a focus on landscaping and appearance standards, the request can have a positive impact on the long-term economic prospects for residents and property owners
Policy ES1	New development shall be permitted to locate only in areas with suitable soils and adequate infrastructure.
Policy ES2	Non-Coastal wetlands must be protected for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.
Policy PP2	Adequate public facilities exist to support the associated growth associated with the development.

#### **TECHNICAL REVIEW COMMITTEE RECOMMENDATION**

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district. All conditions of the original approval remain valid (see attached conditional zoning approval order).

#### **Agreed upon conditions of approval:**

1. All proposed development will be consistent with and currently allowed within GB zoning.

2. The entire entrance to the campground shall be on the same parcel as the campground and under the same ownership as the campground.
3. "Private Access – Not for campground use" signage shall be placed where Ballast Rock Road terminates at the subject property line. The guard shack amenity and any other campground entrance/exit feature will be eliminated at this location.
4. Since the total wastewater capacity for the development is expected to exceed 60,000 gpd and wastewater capacity beyond 60,000 gpd is not available to the project at this time (per project engineer), the project will be developed in two phases:
  - a. Phase 1 shall include no more camp sites and amenities than will bring the total wastewater usage up to 60,000 gpd for the development.
  - b. Phase 2 (remaining campsites and amenities) shall not be developed until the proper state permits are issued and required system expansion is complete and operating in compliance with the state permits.

**Staff Suggested conditions of approval that must be agreed upon by the applicant:**

1. The project engineer shall designate the number of campsites and which amenities Phase 1 will include prior to site plan approval.

**PLANNING BOARD RECOMMENDATION**

On June 14, 2022, the Planning Board unanimously approved PB 22-06 H2OBX, LLC, conditional rezoning.

**Motion:** Mr. Bass moved to recommend approval of PB 22-06 H2OBX, LLC because the request is consistent with Land Use Plan policies: ED1, ML4, ES1, ES2, PP2.

The request is reasonable and in the public interest because it addresses a need to operate a desired businesses for tourists and perhaps an economic stimulus to local businesses that may share the customer base and residents who may work at the facility.

Mr. Hurley seconded the motion, and the motion was approved unanimously, 5-0. Chairman Ballance was recused from voting.

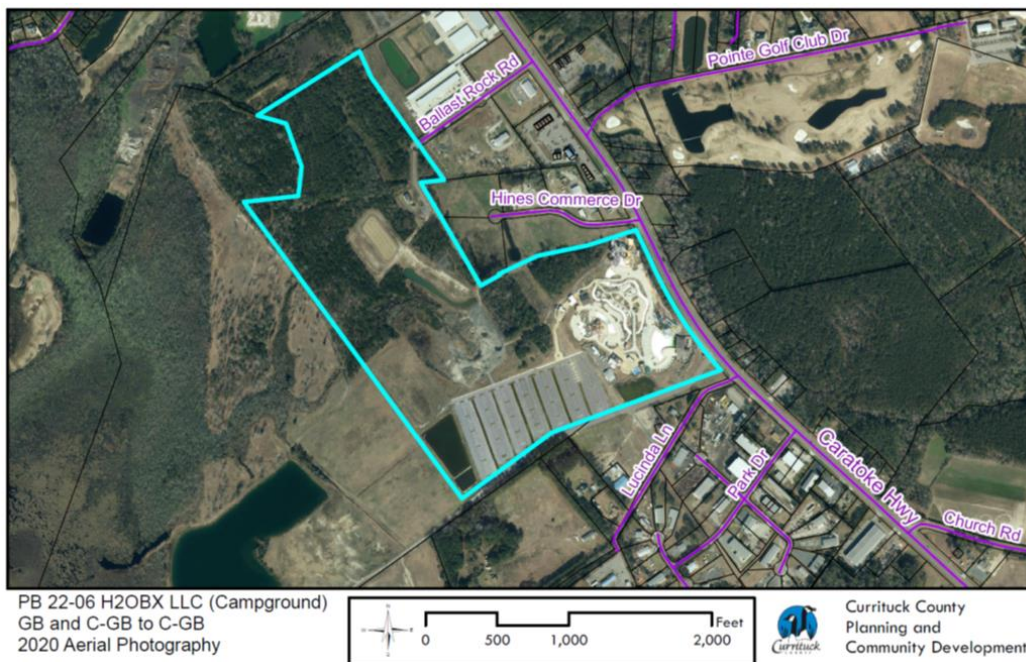
**An amended conditional zoning is a legislative decision of the Board of Commissioners. In determining whether to approve or deny a conditional rezoning the Board of Commissioners shall adopt a written statement of consistency and reasonableness.**

The requested amended conditional zoning is consistent with the 2006 Land Use Plan because:

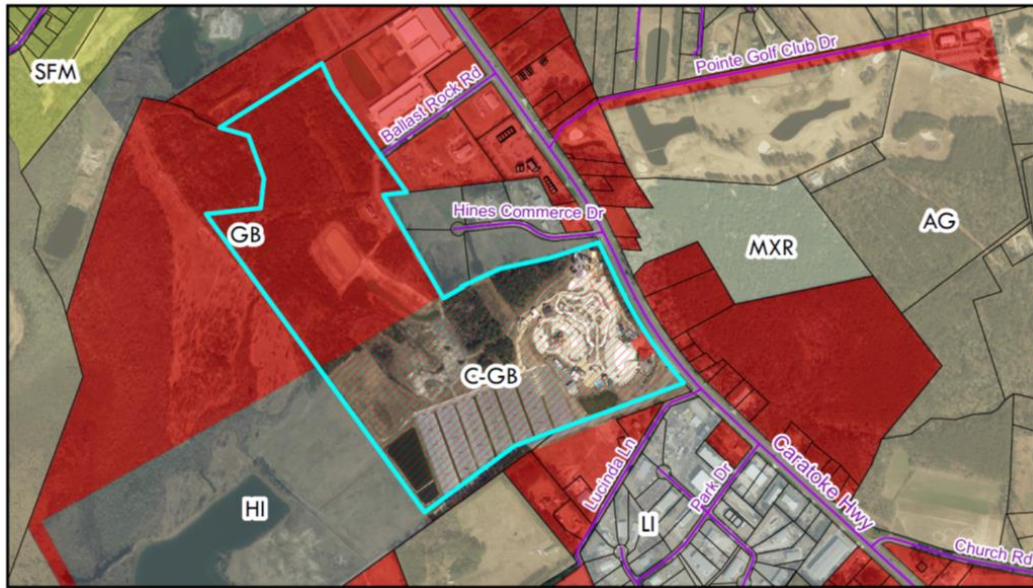
- The campground allows for a new and expanding tourist-oriented businesses in targeted tourist growth areas and allows for continued economic growth of our tourist industry. (Policies ED1, ED2, and ED3)
- There is adequate infrastructure available, both county and private services, and the plan mitigates impacts to the wetlands on the property by providing a minimum 30' setback from the wetlands to any development as required by the UDO. (Policies ES1 and ES2)
- The development will have no impact on schools, the water supply is sufficient, it will be served by private sewer, and law enforcement and fire and rescue reviewed the project without any noted concerns. (Policy PP2)

The request is reasonable and in the public interest because:

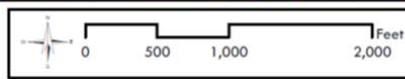
It addresses a need to operate a desired businesses for tourists and perhaps an economic stimulus to local businesses that may share the customer base and residents who may work at the facility.







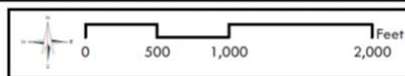
PB 22-06 H2OBX LLC (Campground)  
GB and C-GB to C-GB  
Zoning



Currituck County  
Planning and  
Community Development



PB 22-06 H2OBX LLC (Campground)  
GB and C-GB to C-GB  
LUP Classification



Currituck County  
Planning and  
Community Development

Development Services Director, Kevin Kemp, presented an overview of the Conditional Rezoning application that would allow for a campground to be constructed at the H2OBX Waterpark location. A conceptual site plan was displayed on the overhead for a review of amenities, access roads, and a phasing plan to accommodate wastewater capacity needs for the Recreational Vehicle (RV) park. Supporting Land Use Plan (LUP) policies, consistency statements, and review standards were presented. Mr. Kemp said the Technical Review Committee (TRC) recommended approval with conditions, as did the Planning Board. He responded to questions related to acreage, density, and reorientation of an existing pond. He confirmed the North Carolina Department of Transportation (NCDOT) had no comments pertaining to traffic.

Applicant and owner of H2OBX, Ken Ellis, addressed the Board. He said a campground would complement both the area and the waterpark and would not result in a lot of additional traffic. He reported an easement for the entry to the park is progressing forward, and he is working on a way to combine the parallel roadway in the current design. He said the amenities shown in the conceptual plan will be included when the item comes back to the Board for site plan approval.

Commissioners expressed concerns with the parallel roadways, and Mr. Ellis clarified he will work to find a solution for the road situation. County Manager, Ike McRee, reviewed the language in the campground text amendment that required parallel access roads in this instance.

Chairman Payment opened the Public Hearing.

Diane and Jerry Siever of Lucinda Lane, next to the H2OBX Waterpark, voiced their concerns with increased traffic and wanted assurance that large campers would not travel down Lucinda Lane. Mrs. Siever is opposed to allowing the RV park. Mr. Siever said there needs to be a traffic signal at the location.

Gary Dunston of Kitty Hawk, and business owner adjacent to the proposed campground, thinks it will be a good thing for the County. Concerns expressed included the parallel entry road design and a lack of highway signage noting the water park entrance. He also suggested large vehicles will have difficulty turning into the southern entrance. Mr. Dunston said he is in favor of the project, but recommended changes for easier entry and a text amendment to remedy some of the easement issues.

Responding to comments, Mr. Ellis reiterated changes will be made to the site plan to provide for easier access.

Shay Balance of Jarvisburg Road represents the adjacent land owner and also does not agree with the parallel road. He said he developed an agreement that allows the use of the existing entry, and he supports a text amendment or variance to allow it. He said the road was previously used to access a mining operation, but the mine has reached its excavation limit and no mining traffic has been generated in the last few years. He reported NCDOT agreed to reassess traffic if needed, and no accidents have been reported at the location.

No others were signed up nor wished to speak and the Public Hearing was closed.

Commissioners discussed their concerns with possibly needing a traffic signal at the location, the parallel entry, and the potential for large campers to stack up in the deceleration lane on the highway. Mr. Ellis clarified there is one entry from the highway, after which the road splits. He said he will work with NCDOT to alleviate traffic and stacking on the roadway, and that ample space will be available for stacking within the park area. Mr. McRee confirmed that a campground licensing ordinance would be coming before the Board in thirty to sixty days.

Discussion concluded and Commissioner Jarvis moved for approval of PB 22-06:



H2OBX LLC (Campground) because the request is consistent with Land Use Plan policies ED1, ML4, ES1, ES2, and PP2. The request is reasonable and in the public interest because it addresses a need to operate a desired business for tourists and perhaps and economic stimulus to local businesses that may share the customer base and residents who may work at the facility. Conditions include:

1. All proposed development will be consistent with and currently allowed within GB zoning.
2. The entire entrance to the campground shall be on the same parcel as the campground and under the same ownership as the campground unless otherwise modified by law.
3. "Private Access - Not for campground use" signage shall be placed where Ballast Rock Road terminates at the subject property line. The guard shack amenity and any other campground entrance/exit feature will be eliminated at this location.
4. Since the total wastewater capacity for the development is expected to exceed 60,000 gpd and wastewater capacity beyond 60,000 gpd is not available to the project at this time (per project engineer), the project will be developed in two phases:
  - a. Phase 1 shall include no more camp sites and amenities than will bring the total wastewater usage up to 60,000 gpd for the development.
  - b. Phase 2 (remaining campsites and amenities) shall not be developed until the proper state permits are issued and required system expansion is complete and operating in compliance with the state permits.
5. The project engineer shall designate the number of campsites and which amenities Phase 1 will include prior to site plan approval.
6. A traffic study be conducted by the applicant prior to the site plan approval process.

Applicant, Ken Ellis, confirmed agreement with the stated conditions.

Commissioner White seconded the motion. The motion carried, 6-0.

A brief recess was called at 7:15 PM. The meeting was reconvened at 7:26 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**B. PB 22-10 Beach Buggy, LLC: Use Permit request for Auto Sales and Rental Use to sell low speed electric vehicles located at 5760 Caratoke Highway, Tax Map 84, Parcel 30E, Poplar Branch Township.**

Attorney for the applicant addressed Commissioners and requested the matter be continued to the August 15, 2022, Board of Commissioners meeting. Chairman

Payment moved to continue the item to August 15, 2022. Commissioner McCord seconded the motion and the motion carried, 6-0.

<b>RESULT:</b>	<b>CONTINUED [UNANIMOUS]</b>	<b>Next: 8/15/2022 6:00 PM</b>
<b>MOVER:</b>	Michael H. Payment, Chairman	
<b>SECONDER:</b>	Kevin E. McCord, Commissioner	
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner	

### C. PB 22-07 Currituck County Text Amendment:

To: Board of Commissioners

From: Planning Staff

Date: June 21, 2022

Subject: PB 22-07 Currituck County Text Amendment  
Campgrounds – Minor Corrections

The enclosed text amendment, submitted by Planning Staff, provides minor corrections to the recently adopted campground language.

### **BACKGROUND**

In February 2022, the Board of Commissioners approved Text Amendment PB 21-29 to allow new campgrounds as a permitted use with conditional zoning approval. After implementation of this new language, minor grammar and reference issues were encountered by staff. This text amendment corrects the inconsistencies.

- Item 1     **Changes to UDO Section 4.2.4.J Visitor Accommodations**  
For consistency with UDO verbiage - eliminates the word "facilities" in relation to infrastructure for consistency with current UDO language and the definition of infrastructure.; clarifies that campground driveways accessing a major arterial street shall meet Section 5.6.7. Driveway and Access standards and are exempt from increased setback requirements associated with new campgrounds.  
Corrects a section reference number.
- Item 2     **Changes to UDO Section 8.2.6 Nonconforming Campgrounds**  
Clarifies that campgrounds in existence prior to January 1, 2013 are considered nonconforming unless conditionally rezoned.
- Item 3     **Changes to UDO Section 10.5 Definitions**  
Grammar change to definition of Alternative Camping Unit.

### **Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and

- other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
  3. Is required by changed conditions;
  4. Addresses a demonstrated community need;
  5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
  6. Would result in a logical and orderly development pattern; and
  7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

**Staff Recommendation**

Planning staff recommends approval of the request as submitted and suggests the following statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

**Land Use and Development Goal # 10** To properly distribute development forms in accordance with the suitability of the land, infrastructure available and the compatibility of surrounding land uses.

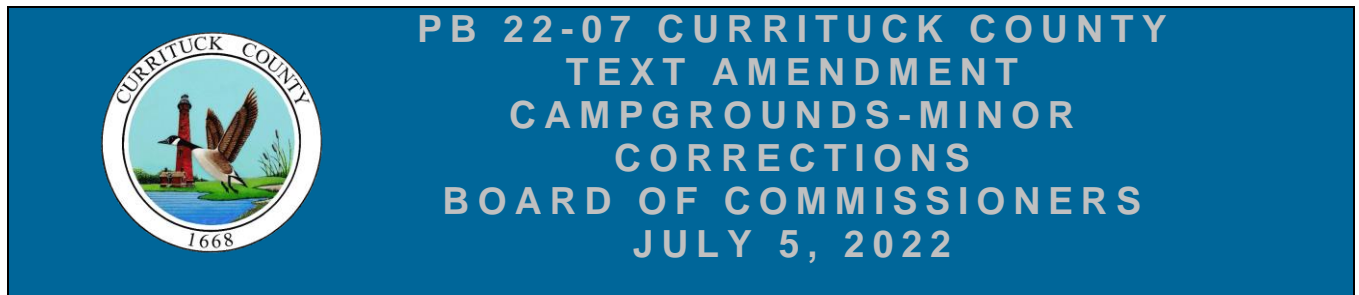
**Policy ED 1:** NEW AND EXPANIDNG INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

The request is reasonable and in the public interest by correcting and clarifying language recently implemented in the Unified Development Ordinance.

**Planning Board Recommendation**

On June 14, 2022, the Planning Board approved PB 22-07 Currituck County Text Amendment.

**Motion:** Mr. Corbell moved to approve PB 22-07 because the request is consistent with Land Use and Development Goal #10 and Policy ED1 of the 2006 Land Use Plan and the request is reasonable and in the public interest by correcting and clarifying language recently implemented in the Unified Development Ordinance. Mr. Bass seconded the motion and the motion carried unanimously, 6-0.



Amendment to the Unified Development Ordinance Chapter 4: Use Standards, Chapter 5: Development Standards, and Chapter 10: Definitions and Measurements, to add private campgrounds as an allowable use.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4, Section 4.2.4.J. is amended by adding the following underlined language and deleting the struck-through language and renumbering accordingly:

**Private Campgrounds**

Private campgrounds shall comply with all applicable standards in the county Code of Ordinances and the following standards:

Camping is an allowed use of land only in campgrounds and camper subdivisions.

All land used for the campground must be one parcel and under the same ownership.

Campgrounds shall be accessed from a major arterial street.

The minimum parcel size for a campground shall be 50 acres.

No campground shall be located within 5 miles from another campground as measured from exterior property lines of the campgrounds.

The maximum number of campsites permitted for a campground shall be 500 and a campsite density not exceeding 12 campsites per acre of land, whichever is less. CAMA and 404 wetland areas shall not be included in the density calculation.

The application shall include a conceptual development plan. The conceptual development plan shall be in accordance with Section 3.6.5 and shall also include the following:

Campsites, amenities, recreation areas and facilities, associated with campground use.

General location and total square feet of storage areas for recreational vehicles, boats, watercraft, and all associated trailers only.

Storage areas shall be used only by the owner of the facility, full-time employees, seasonal guests, or short-term guests.

The storage areas shall not exceed five acres or 10 percent of the total area of the campground. CAMA and 404 Wetlands shall not be included in the calculation.

All storage areas facing interior to the campground shall be screened by a minimum Type "B" buffer. Storage areas shall be screened from off-site views in accordance with Table 4.3.3.S, Outdoor Storage Screening.

General location of all required and proposed infrastructure.

All campsites, amenities, restroom, kitchen and laundry facilities, food service areas, recreation areas, camp stores, welcome centers, offices, parking areas and vehicular circulation areas (excluding driveways accessing a major arterial street) and infrastructure facilities shall be setback 100 feet from all property lines of the campground. The setback may be reduced by up to fifty feet from a property line, provided a Type "D" buffer is installed and maintained along all property lines where the setback is less than 100 feet. Driveways accessing a major arterial street shall meet the requirements of Section 5.6.7.

A Type "C" buffer shall be provided as a perimeter landscape buffer between campground projects and all adjacent properties, not separated from the property by a right-of-way greater than 20 feet in width, except as provided for in Section 4.2.4.J(10)(h)(iv) .3.g.iv.

**Item 2:** That Chapter 8 is amended by adding the following underlined language and deleting the struck-through language:

**Nonconforming Campgrounds**

~~Private campgrounds are not allowed as a principle use in Currituck County. All existing~~  
~~campgrounds existing on January 1, 2013 shall receive conditional rezoning approval to~~  
~~be a conforming use. Any campground without conditional rezoning approval shall be a~~  
~~nonconforming use. Nonconforming campgrounds and campground subdivisions are~~  
~~nonconforming uses subject to the following standards:~~

**Item 3:** That Chapter 10 is amended by deleting the struck-through language and renumbering accordingly:

**10.5 DEFINITIONS**

**ALTERNATIVE CAMPING UNIT**

A camping unit constructed of canvas or other similar materials, not to exceed 400 square feet in area, ~~to~~ intended to locate in a campground and used as temporary quarters for shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Alternative camping units shall be constructed for compliance with the applicable North Carolina Building Code and Section 7.4 of this ordinance. The unit may or may not include kitchen and restroom facilities. The term alternative camping unit includes terms such as yurts, eco-tents, safari tents or other similar names.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

Kevin Kemp, Development Services Director, reviewed the text amendment language revisions, most of which corrected grammatical errors or provided reference clarifications. No substantive changes to content were made. Text amendment review standards were presented, and Mr. Kemp responded to questions.

Chairman Payment opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner White moved for approval of PB 22-07, Currituck County Text Amendment, because the request is consistent with Land Use and Development Goal #10 and Policy ED1 of the 2006 Land Use Plan. The request is reasonable and in the public interest by correcting and clarifying language recently implemented in the Unified Development Ordinance.

Chairman Payment seconded the motion. The motion carried, 6-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Michael H. Payment, Chairman
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

## NEW BUSINESS

### A. Consideration of an Amendment to the Board of Commissioners Rules of Procedure to Provide for a Reading of a Code of Ethics Statement at Each Meeting

Chairman Payment introduced the item and County Manager/Attorney, Ike McRee, confirmed the adequacy of the ethics statement in the proposed draft. Commissioner Mary Etheridge read the statement for the record and made a motion to include a reading of the ethics statement at each meeting and to adopt the Ordinance in its entirety. Commissioner Jarvis seconded the motion. The motion carried, 6-0.

Mr. McRee discussed the purpose of the ethics statement and said it will be added as the third item on the agenda, modifying the Board's Rules of Procedure.

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF COMMISSIONERS AMENDING SECTIONS 2-63 AND 2-65 OF THE CURRITUCK COUNTY, NORTH CAROLINA CODE OF ORDINANCES PROVIDING FOR INCLUSION OF AN ETHICS AWARENESS AND CONFLICT OF INTEREST REMINDER ON THE BOARD OF COMMISSIONERS' AGENDA**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-71 a board of commissioners may adopt its own rules of procedure in keeping with the size and nature of the board and in the spirit of generally accepted principles of parliamentary procedure.

WHEREAS, under Chapter 2, Division 3. Code of Ethics of the Code of Ordinances for Currituck County a county commissioner should uphold the integrity and independence of his or her office, avoid impropriety and the appearance of impropriety in all his or her activities, conduct the affairs of the board in an open and public manner and regulate his or her extra-governmental activities to minimize the risk of conflict with his or her official duties; and

WHEREAS, a reminder at the beginning of any meeting of the Board of Commissioners of a commissioner's duty to avoid conflicts of interest and to continually monitor, evaluate and manage the commissioner's personal, financial and professional affairs to ensure the absence of conflicts of interest will enhance the public interest in open government.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for the County of Currituck, North Carolina as follows:

PART I. Sec. 2-63 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows:

**Sec. 2-63. Power of chair.**

The chair shall preside at all meetings of the board. A member must be recognized by the chair in order to address the board. The chair shall have the power to:

- (1) Rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purpose;
- (2) Determine whether a speaker has gone beyond reasonable standards of courtesy in ~~his~~ their remarks and entertain and rule on objections from other members on this ground;
- (3) Entertain and answer questions of parliamentary law or procedure;
- (4) Call a brief recess at any time;
- (5) Adjourn in an emergency;

(6) Read, or designate someone to read, the following ethics awareness and conflict of interest reminder itemized in the board agenda order of business:

Pursuant to G.S. 153A-44, a commissioner has a duty to vote on matters coming before the board but may be excused from voting on issues involving the commissioner's own financial interest, official conduct or on matters on which the commissioner is prohibited from voting under G.S. 14-234, 153A-340(g), or 160A-388(e)(2). In accordance with Chapter 2, Division 3 of the Currituck County Code of Ordinances, it is the duty of every commissioner to avoid both conflicts of interest and appearances of conflict.

Does any commissioner have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board of Commissioners in this meeting? If so, please identify the conflict or appearance of conflict.

PART II. Sec. 2-65 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows

**Sec. 2-65. Order of business.**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- (1) Call to order;
- (2) Invocation and pledge of allegiance;
- (3) Ethics awareness and conflict of interest reminder;
- ~~(3)~~(4) Approval of agenda;
- ~~(4)~~(5) Public comment;
- ~~(5)~~(6) Commissioner reports;
- ~~(6)~~(7) County manager's report;
- ~~(7)~~(8) County attorney's report;
- ~~(8)~~(9) Administrative reports;
- ~~(9)~~(10) Old business;
- ~~(10)~~(11) Public hearings;
- ~~(11)~~(12) New business;
- ~~(12)~~(13) Board appointments;
- ~~(13)~~(14) Consent agenda;
- ~~(14)~~(15) Approval of minutes;
- ~~(15)~~(16) Adjournment.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

PART III. All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

PART IV. This ordinance is effective immediately upon adoption.

ADOPTED this 18th day of July 2022.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

#### **B. Appointment of Megan E. Morgan as County Attorney and Consideration of County Attorney Employment Agreement**

County Manager, Ike McRee, reported that the offer of employment and employment agreement have been accepted by Megan E. Morgan, who has been selected to fill the County Attorney position. He said Ms. Morgan will begin work on August 1, 2022. Commissioner Jarvis moved for approval and Commissioner Mary Etheridge seconded the motion. The motion carried, 6-0.

Ms. Morgan attended the meeting and took a moment to address the Board, thanking them for the opportunity.



<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner
<b>ABSENT:</b>	J. Owen Etheridge, Commissioner

## C) Board Appointments

### 1. Game Commission

Chairman Payment nominated Louis Davis to serve on the Game Commission. Commissioner White seconded the motion and the motion carried, 6-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael H. Payment, Chairman
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### 2. Senior Citizens Advisory

Commissioner McCord nominated Donna McCormick to serve on the Senior Citizens Advisory. Chairman Payment seconded the motion. The motion carried, 6-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	Michael H. Payment, Chairman
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

## D) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner White seconded the motion. The motion carried, 6-0, and Consent Agenda items were approved.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Paul M. Beaumont, Vice Chairman  
**SECONDER:** Bob White, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

## 1. Budget Amendment

20230001		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
51848-599005	JPk foundation repairs 2023	\$ 50,000	
51848-595009	CCHS Roof Coating Phase I	\$ 240,000	
51380-425001	State Lottery Proceeds		\$ 290,000
		\$ 290,000	\$ 290,000
<b>Explanation:</b>	School Construction (51848) - Increase appropriations for foundation repairs and JP Knapp Early College and roof coating at Currituck County High School.		
<b>Net Budget Effect:</b>	School Construction Fund (51) - Increased by \$290,000.		

## 2. Resolution Appointing County Assessor and Tax Collector

### RESOLUTION APPOINTING COUNTY ASSESSOR AND TAX COLLECTOR

**WHEREAS**, N.C.G.S. 105-349 charges the governing body of each county and municipality to appoint a Tax Collector to serve a term to be determined by the governing body; and

**WHEREAS**, N.C.G.S. 105-294 charges the board county commissions of each county to appoint a County Assessor to serve a term of not less than two nor more than four year; and

**WHEREAS**, Tracy L. Sample was first appointed Tax Collector and County Assessor on October 7, 1996 and has held these offices continuously thereafter.

**NOW, THEREFORE BE IT RESOLVED** by the Currituck County Board of County Commissioners that:

Tracy L. Sample is appointed Currituck County Tax Collector and Currituck County Assessor effective July 1, 2022 for a four year term expiring on June 30, 2026.

**ADOPTED** this, 18<sup>th</sup> day of July, 2022.

**3. Project Ordinance-School Lottery Funds for CCHS Roof Coating, Phase I**

**COUNTY OF CURRITUCK  
CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is Currituck County High School roof coating - Phase I, sloped roof.

**SECTION 2.** The following amounts are appropriated for the project:

JPK foundation repairs	\$ 50,000
	<u>\$ 50,000</u>

**SECTION 3.** The following funds are available to complete this project:

Lottery Funds	\$ 50,000
	<u>\$ 50,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

**SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

**SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.

- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 18th day of July 2022.

#### **4. Project Ordinance-School Lottery Funds for JP Knapp Early College Foundation Repairs**

### **COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is foundation repairs at JPK Early College High School A Building.

**SECTION 2.** The following amounts are appropriated for the project:

JPK foundation repairs	\$ 50,000
	<u>\$ 50,000</u>

**SECTION 3.** The following funds are available to complete this project:

Lottery Funds	\$ 50,000
	<u>\$ 50,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 18th day of July 2022.

#### **5. Job Description Revisions**

#### **6. Surplus Resolution-Communications**

RESOLUTION				
<p><b>WHEREAS,</b> THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.</p>				
County				
Asset Tag	Description	Notes	Serial Number	PO#
9558	vesta 911 command post unit 1	Backup PSAP phones		20171629
9559	vesta 911 command post unit 2	Backup PSAP phones		20171629
9560	vesta 911 command post unit 3	Backup PSAP phones		20171629
9561	vesta 911 VOIP System Network	Backup PSAP equipment		20171289
6384	wrightline console furniture CAD1	Primary PSAP furniture		20070236
6385	watson console furniture CAD2	Primary PSAP furniture		20070236
6386	watson console furniture CAD3	Primary PSAP furniture		20070236
7884	watson console furniture CAD4	Primary PSAP furniture		20130391
9093	vesta e911 workstation 1	Primary PSAP Phones		20160666
9094	vesta e911 workstation 2	Primary PSAP Phones		20160666
9095	vesta e911 workstation 3	Primary PSAP Phones		20160666
9096	vesta e911 workstation 4	Primary PSAP Phones		20160666
6208	Command Radio Consoles from Waterlily site	Waterlily site	124CGB0082	20060639
6209	Command Radio Consoles from Waterlily site	Waterlily site	124CGB0083	20060639
<p><b>NOW, THEREFORE, BE IT RESOLVED,</b> that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.</p>				
<p><b>ADOPTED,</b> this 18th day of July, 2022.</p>				

## 7. Amended-Letter of Support for Open-Heart Surgery Program at Chesapeake Regional Medical Center

## 8) Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022

### 1. Minutes for June 15, 2022 Work Session

### 2. Minutes for June 20, 2022

### 3. Minutes for June 27, 2022-Reconvened

## CLOSED SESSION

1. Amended-Closed Session Pursuant to G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industry or businesses within the county; and, pursuant to G.S. 143-318.11(a)(5) to establish or to instruct county staff concerning the position to be taken by the county in negotiating the price or other material terms of a contract for purchase of real property for property located at 2878 Caratoke Highway owned by Daniel W. Humphrey, and unaddressed property located at West Side Lane owned by Amy D. Wells and Ronald K. Bennett, to be used for any governmental purpose.

Chairman Payment entered into Closed Session pursuant to G.S. 143-318.11(a)(4) to discuss matters relating to the location or expansion of industry or businesses within the county; and, pursuant to G.S. 143-318.11(a)(5) to establish or to instruct county staff concerning the position to be taken by the county in negotiating the price or other material terms of a contract for purchase of real property for property located at 2878 Caratoke Highway owned by Daniel W. Humphrey, and unaddressed property located at West Side Lane owned by Amy D. Wells and Ronald K. Bennett, to be used for any governmental purpose.

## ADJOURN

### Motion to Adjourn Meeting

Commissioners returned from Closed Session and had no further business. Commissioner White moved for adjournment and Commissioner Jarvis seconded the motion. The motion carried, 6-0, and the regular meeting of the Board adjourned at 8:02 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner



**STAFF REPORT  
PB 22-06 H2OBX LLC  
CONDITIONAL ZONING  
BOARD OF COMMISSIONERS  
JULY 5, 2022**

### APPLICATION SUMMARY

<b>Property Owner:</b> H2OBX LLC 13 Green Mountain Dr Cohoes NY, 12047	<b>Applicant:</b> H2OBX LLC 13 Green Mountain Dr Cohoes NY, 12047
<b>Case Number:</b> PB 22-06	<b>Application Type:</b> Conditional Rezoning
<b>Parcel Identification Number:</b> 0124000137L0000	<b>Existing Use:</b> Outdoor Recreation (Waterpark)
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 96.77
<b>Current Zoning:</b> GB and C-GB	<b>Proposed Zoning:</b> C-GB
<b>Zoning History:</b> Main parcel HI to C-GB 5/2/2016; Others B (1975), GB (1989 and 2013)	

### REQUEST

#### NARRATIVE

The Board of Commissioners (BOC) approved the current C-GB zoning on the property on May 2, 2016, to allow an outdoor recreation facility including a waterpark with associated infrastructure and amenities including restaurants, water slides, restroom facilities, employee housing/dorms, stormwater management, on site sewer treatment and disposal, parking, and all other required features as required by county, state, and federal regulations. On February 7, 2022, the BOC approved an amendment to the Unified Development Ordinance (UDO) to allow for new campgrounds. Upon the approval of that text amendment, this request was submitted for the addition of a campground on the site with up to 244 RV campsites, 25 tent sites, and 66 cabin sites (total of 335 campsites.) Proposed amenities include such things as the following: swimming pool, playground, pickleball courts, cornhole courts, shuffleboard courts, sand volleyball court, lodge, pavilion, golf cart rentals, and a dog park. These amenities are detailed in the attached applicant's submittal package.

SUMMARY	CAMPSITES	CABINS	SEASONAL CAMPSITES	DENSITY
UDO ALLOWANCE	500	100	100	12 campsites/ac
REQUEST	335	66	67	3.46 campsites/ac

Since the UDO requires that new campgrounds shall only be accessed from a major arterial street, the campground will be accessed from the existing waterpark entrance. Ballast Rock Road will not be used for campground access, but it will continue to be used as a maintenance access for the wastewater treatment plant. The applicant has agreed to place private access signage along Ballast Rock Road to prevent its use by the general public. (See Agreed Upon Conditions of Approval)



The number of campsites and amenities on the campground property are limited by the capacity of the existing on-site wastewater treatment plant. The applicant has agreed to conditions to ensure that the wastewater usage does not exceed what has been permitted. Development of the site will be done in phases. The existing wastewater plant will have adequate facilities for phase one of the development. Should additional wastewater facilities be required for phase two, all necessary approvals shall be obtained from NCDEQ. (See the Agreed Upon Conditions)

## COMMUNITY MEETING

A community meeting was held on February 22, 2022. Seven people attended the meeting, including staff. Questions primarily involved the start date, total acreage, site fencing or containment, the use of Ballast Rock Road, campground management, and noise concerns. A complete summary of the community meeting provided by the applicant is available in the supporting documentation attached to the staff report.

## SURROUNDING PARCELS

	Land Use	Zoning
North	Commercial Park, Sand Mine	HI & GB
South	Commercial Park, Residential	LI, GB, AG
East	Residential	GB & MXR
West	Sand Mine, Wetlands	HI & GB

## LAND USE PLAN

**The 2006 Land Use Plan classifies this site as Full service within the Point Harbor subarea. The policy emphasis for the Point Harbor subarea is to allow portions of the Point Harbor area to continue to evolve as a full service community, but with better attention to the planning needed to protect residential areas and the natural features that work to make the area attractive.**

Policy ED1	It promotes a new and expanding industry that diversifies the local economy, trains, and utilizes a more highly skilled labor force, and is compatible with the environmental quality of the county.
Policy ML4	With limited access from US 158 and a focus on landscaping and appearance standards, the request can have a positive impact on the long-term economic prospects for residents and property owners
Policy ES1	New development shall be permitted to locate only in areas with suitable soils and adequate infrastructure.
Policy ES2	Non-Coastal wetlands must be protected for the important role they play in absorbing floodwaters, filtering pollutants from stormwater runoff, recharging the ground water table, and providing critical habitat for many plant and animal species.
Policy PP2	Adequate public facilities exist to support the associated growth associated with the development.

## TECHNICAL REVIEW COMMITTEE RECOMMENDATION

Only conditions mutually agreed to by the owner(s) may be approved as part of a conditional zoning district. Conditions shall be limited to those that address conformance of development and use of the site with county regulations and adopted plans and that address the impacts reasonably expected to be generated by the development or use. No condition shall be less restrictive than the standards of the parallel general use zoning district. All conditions of the original approval remain valid (see attached conditional zoning approval order).

### Agreed upon conditions of approval:

1. All proposed development will be consistent with and currently allowed within GB zoning.
2. The entire entrance to the campground shall be on the same parcel as the campground and under the same ownership as the campground.
3. "Private Access – Not for campground use" signage shall be placed where Ballast Rock Road terminates at the subject property line. The guard shack amenity and any other campground entrance/exit feature will be eliminated at this location.
4. Since the total wastewater capacity for the development is expected to exceed 60,000 gpd and wastewater capacity beyond 60,000 gpd is not available to the project at this time (per project engineer), the project will be developed in two phases:
  - a. Phase 1 shall include no more camp sites and amenities than will bring the total wastewater usage up to 60,000 gpd for the development.
  - b. Phase 2 (remaining campsites and amenities) shall not be developed until the proper state permits are issued and required system expansion is complete and operating in compliance with the state permits.

### Staff Suggested conditions of approval that must be agreed upon by the applicant:

1. The project engineer shall designate the number of campsites and which amenities Phase 1 will include prior to site plan approval.

## PLANNING BOARD RECOMMENDATION

On June 14, 2022, the Planning Board unanimously approved PB 22-06 H2OBX, LLC, conditional rezoning.

**Motion:** Mr. Bass moved to recommend approval of PB 22-06 H2OBX, LLC because the request is consistent with Land Use Plan policies: ED1, ML4, ES1, ES2, PP2.

The request is reasonable and in the public interest because it addresses a need to operate a desired businesses for tourists and perhaps an economic stimulus to local businesses that may share the customer base and residents who may work at the facility.

Mr. Hurley seconded the motion, and the motion was approved unanimously, 5-0. Chairman Ballance was recused from voting.

## CONSISTENCY AND REASONABLENESS STATEMENT

**An amended conditional zoning is a legislative decision of the Board of Commissioners. In determining whether to approve or deny a conditional rezoning the Board of Commissioners shall adopt a written statement of consistency and reasonableness.**

The requested amended conditional zoning is consistent with the 2006 Land Use Plan because:

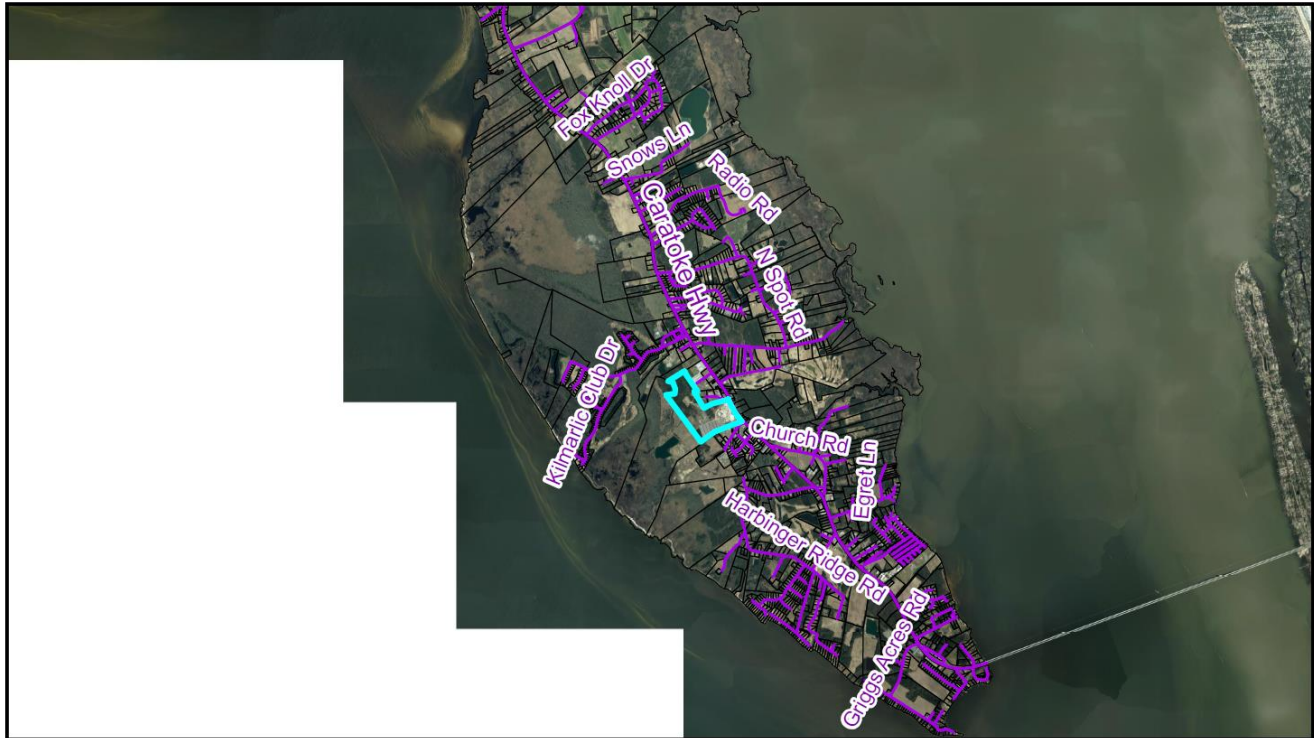
- The campground allows for a new and expanding tourist-oriented businesses in targeted tourist growth areas and allows for continued economic growth of our tourist industry. (Policies ED1, ED2, and ED3)
- There is adequate infrastructure available, both county and private services, and the plan mitigates impacts to the wetlands on the property by providing a minimum 30' setback from the wetlands to any development as required by the UDO. (Policies ES1 and ES2)
- The development will have no impact on schools, the water supply is sufficient, it will be served by private sewer, and law enforcement and fire and rescue reviewed the project without any noted concerns. (Policy PP2)

The request is reasonable and in the public interest because:

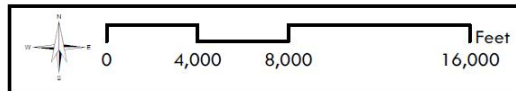
It addresses a need to operate a desired businesses for tourists and perhaps an economic stimulus to local businesses that may share the customer base and residents who may work at the facility.

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE  
Board of Commissioners: [www.co.currituck.nc.us/planning-board-minutes-current.cfm](http://www.co.currituck.nc.us/planning-board-minutes-current.cfm)

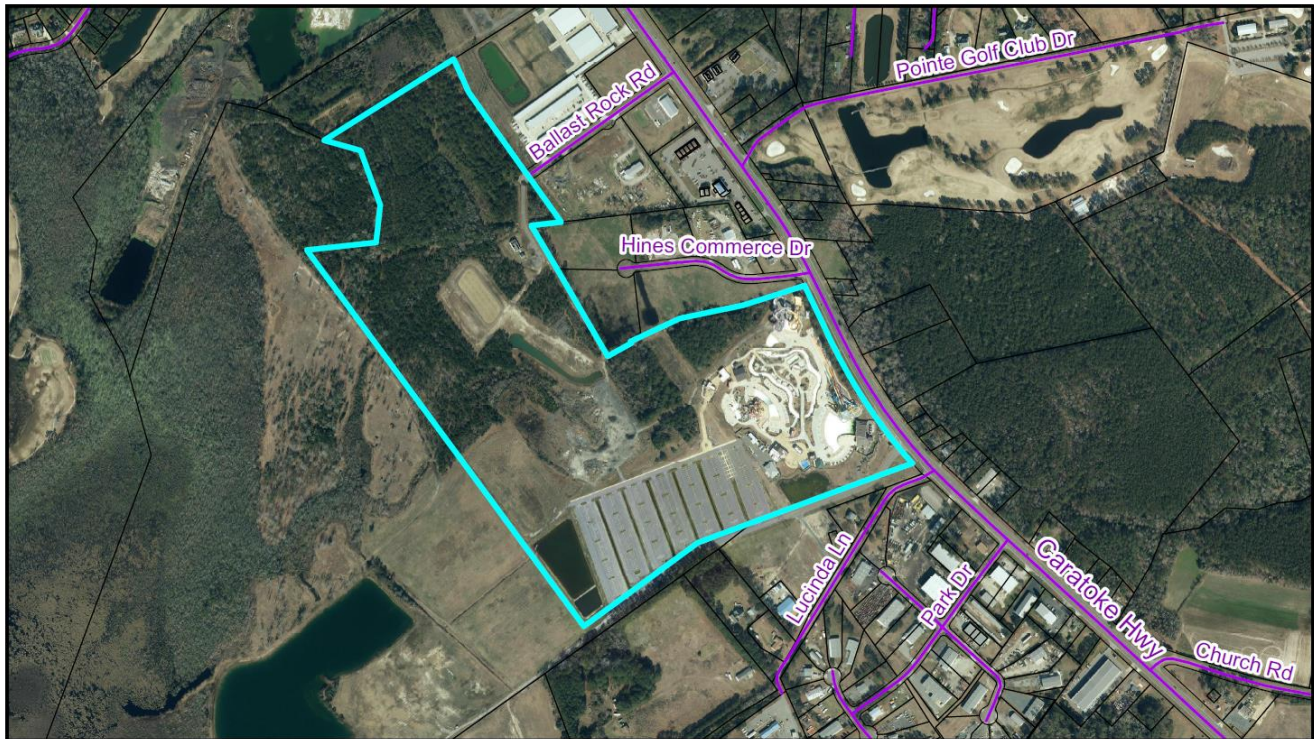




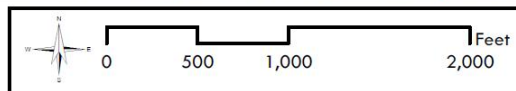
PB 22-06 H2OBX LLC (Campground)  
GB and C-GB to C-GB  
Context Map



Currituck County  
Planning and  
Community Development

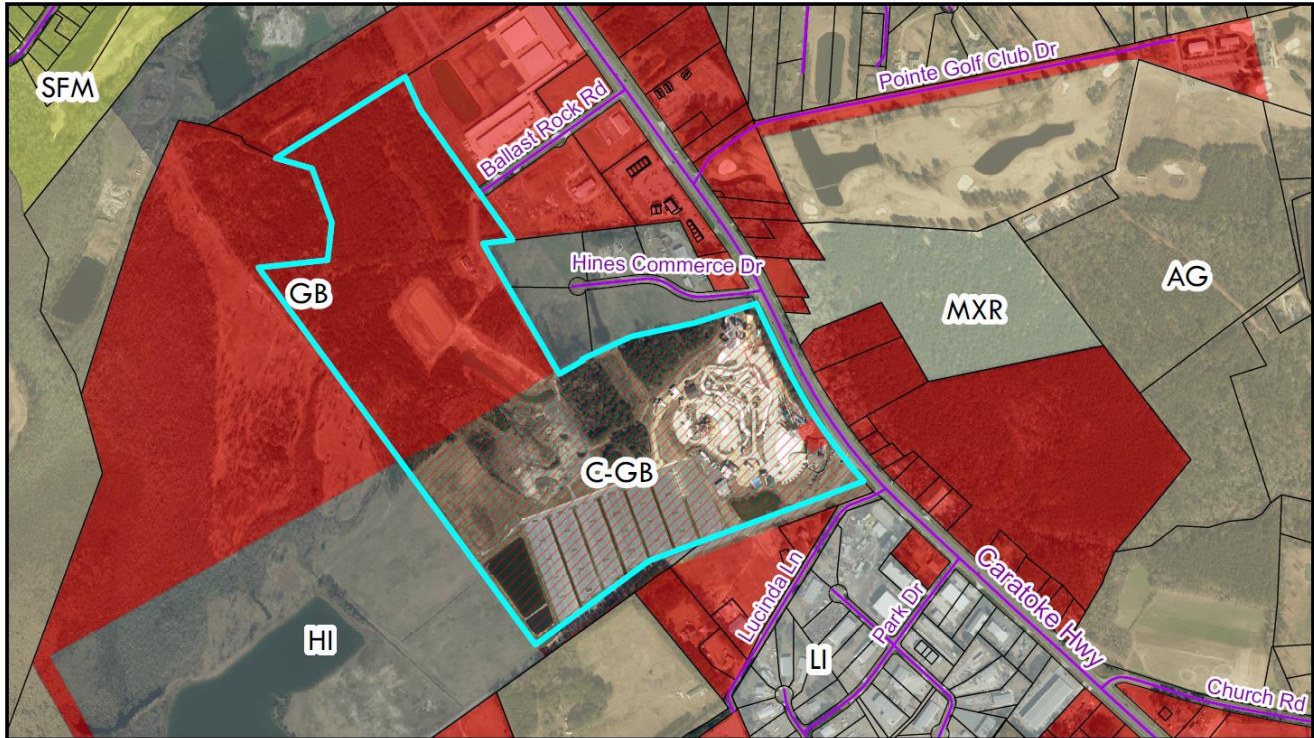


PB 22-06 H2OBX LLC (Campground)  
GB and C-GB to C-GB  
2020 Aerial Photography

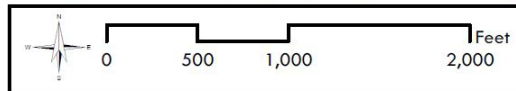


Currituck County  
Planning and  
Community Development

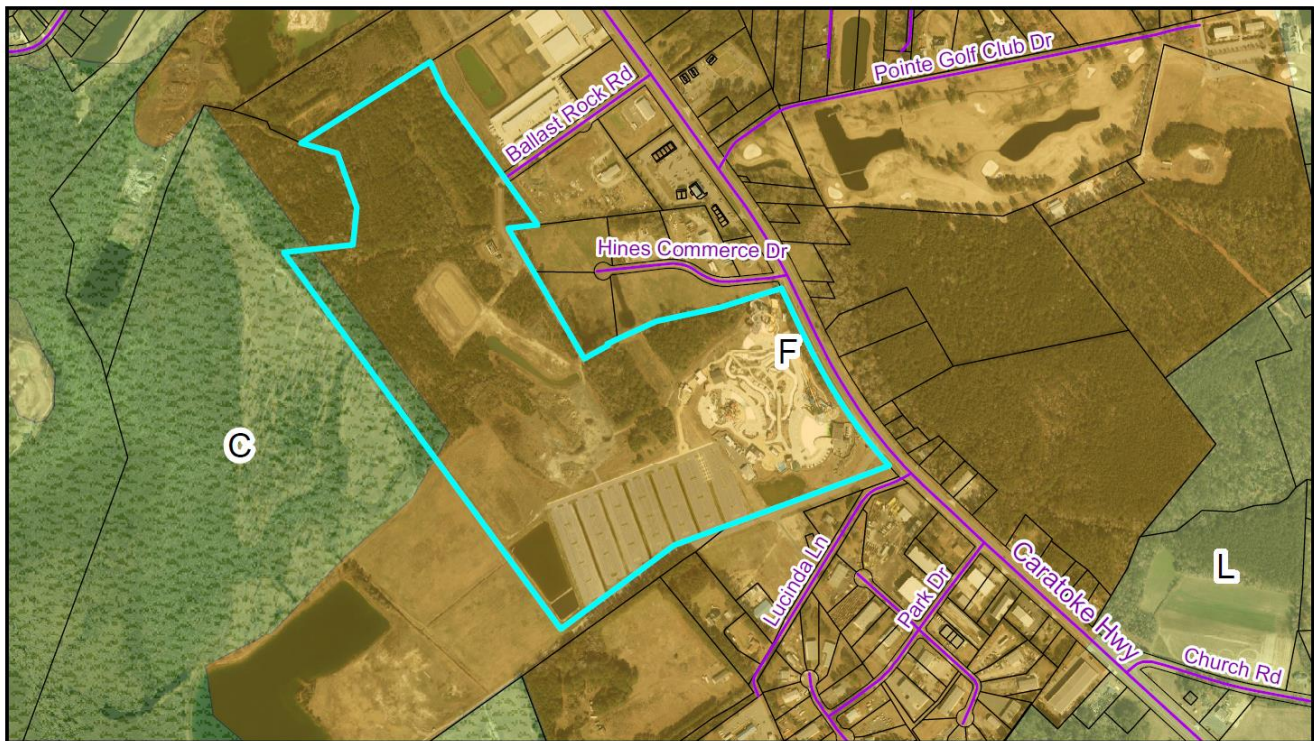




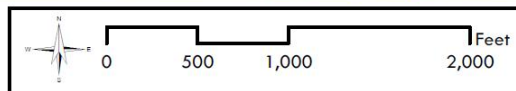
PB 22-06 H2OBX LLC (Campground)  
GB and C-GB to C-GB  
Zoning



Currituck County  
Planning and  
Community Development



PB 22-06 H2OBX LLC (Campground)  
GB and C-GB to C-GB  
LUP Classification



Currituck County  
Planning and  
Community Development



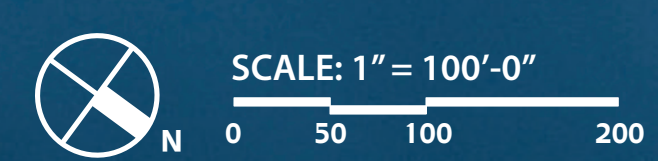


Attachment: 2 5-10-2022 Plan Resubmittal (PB 22-06 H2OBX Campground)

# H2OBX RV & WATERPARK RESORT

POWELLS POINT, NORTH CAROLINA

## LAND USE DIAGRAM



MAY 10, 2022







## Currituck County

Development Services Department  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina 27929  
 252-232-3055  
 FAX 252-232-3026

### MEMORANDUM

**To:** Mike Strader, PE, Quible and Associates  
 Ken Ellis, H2OBX LLC

**From:** Planning Staff

**Date:** ~~March 10, 2022~~ April 14, 2022

**Re:** H2OBX LLC Campground – Conditional Rezoning TRC Comments (Resubmittal Comments)

The following comments were received for the March 9, 2022 TRC meeting. All outstanding comments must be adequately addressed by 3:00 p.m. on March 24, 2022 to be placed on the May 10, 2022 Planning Board agenda. TRC comments are valid for six months from the date of the TRC meeting.

#### Planning (Tammy Glave, 252-232-6025)

Reviewed with comments:

1. Are the wetland delineations still valid? (Delineation renewal in process – will be complete at site plan submittal.)
2. Access from Ballast Rock Road is not allowed for campground access. (UDO Section 4.2.4.j.3 as interpreted by the Development Services Director) (Acknowledged and noted on plan.)
3. Is the turning radius at the end of the waterpark parking lot toward the campground sufficient for the maximum size of recreational vehicles expected to use the campground? (Sufficient. – turning radii further clarified at site plan submittal.)
4. Please provide parking calculations including space sizes. (Received – more than minimum number of spaces provided without exceeding 125% allowed; more detail at site plan submittal.)
5. Correct Note 7: Flood Zone Panel Suffix K with effective date of 12/21/2018. (Corrected)
6. Cabins must meet the UDO definition for Recreational Vehicles or must meet building code. Please provide general information regarding cabin construction. (Acknowledged that cabins will meet the building code or meet the UDO definition of Recreational Vehicles)
7. It is difficult to read items on the Land Use Diagram such as the 30' wetland setback line and the 50' setback with Type D Buffer line. Is it possible to make this more legible? (Complete)

8. Please label as many features as possible on the Land Use Diagram as this will be the plan used for approval and will provide a detailed snapshot for the board (Pavilion, Lodge, Dog Park, WWTP, etc.). (Complete.)
9. Please make sure that all lines/symbols on the plan are identified or removed if not needed. (Complete)
10. This is not required, but there appear to be setbacks/boundaries shown specifically for state requirements for the WWTP (review boundary, property line, compliance boundary, etc.). To avoid confusion with zoning requirements, perhaps call these setbacks/boundaries out as specific to the WWTP or removed from this plan. (Complete)
11. At site plan submittal, please provide a landscape plan compliant with Section 5.2.1 of UDO for review and approval (buffering, vehicular use area, shading, etc.). (Acknowledged)
12. Proposed zoning conditions must include all currently approved zoning conditions for the property and staff suggests the following conditions that must be agreed upon by the applicant:
  - “Private Access – Not for campground use” signage shall be placed where Ballast Rock Road terminates at the subject property line. The guard shack amenity and any other campground entrance/exit feature will be eliminated at this location.
  - Since the total wastewater capacity for the development is expected to exceed 60,000 gpd and wastewater capacity beyond 60,000 gpd is not available to the project at this time (per project engineer), the project will be developed in two phases:
    - Phase 1 shall include no more camp sites and amenities than will bring the total wastewater usage up to 60,000 gpd for the development. The project engineer shall designate the number of campsites and which amenities Phase 1 will include prior to site plan approval. (Staff requests adding the highlighted language to this note.)
    - Phase 2 (remaining campsites and amenities) shall not be developed until the proper state permits are issued and required system expansion is complete and operating in compliance with the state permits. (Complete)
13. Thank you for the revised plan received on April 5, 2022. There are still errors on the plan. For example, one section of RV spaces labels 12 spaces, but displays 13 spaces and the number of spaces displayed do not match the total number of spaces listed in the table at the bottom. As you indicated in your email of the same date, staff does acknowledge that this is a conceptual layout and more detail will follow at the design and permitting stage, but I would have the plan as accurate as possible before the BOC public hearing. Even if things are displayed in a general location, that is acceptable. For example, 15 tent spaces are shown, but 25 are listed. A bubble indicating approximately where the additional tent spaces will be located will be sufficient. I also recommend adding something like “Maximum Number of Sites” to the table at the bottom since the plan and table do not match and a note that reads something like “general layout shown – more specific detail to follow at site plan submittal.” This will remind the BOC that this



is a conceptual plan that will be tweaked as the project progresses through the review process. Please let me know if you have any questions.

**Currituck County Building and Fire Inspections (Bill Newns, 252-232-6023)**

Reviewed without comment.

**Currituck County Engineering (Eric Weatherly, 252-232-6035)**

Reviewed with comment:

1. Wastewater and stormwater will be reviewed in detail at site plan submittal.  
(Acknowledged)

**Currituck Soil and Stormwater (Dylan Lloyd, 252-232-3360)**

Approved with comments:

1. Please have latest 5yr delineation of Wetlands as approved by Army Corp noted on plans by site plan submittal. (Acknowledged)
2. Existing Drainage features to be managed as to not increase significant head flow at outfall locations (see 5 yr / 2 yr requirement). (Acknowledged)
3. Provide a copy of the amended State Stormwater plan

**Currituck County Public Utilities - Water/Wastewater (Will Rumsey, 252-232-6065 and Dave Spence 252-232-4152)**

Reviewed with comment:

1. Preference is for installation of a master meter and operation as a private system.  
(Acknowledged)
2. We will discuss with staff the idea of allowing the connection on ballast rock rd and allow H2OBX to run and operate their private system with a 6" meter/backflow/waterline.
3. Utilities department believes there will be a pressure issue if they are allowed to connect to the existing 6" with an 8" waterline.

**Currituck County GIS (Harry Lee 252-232-4039)**

Reviewed without comment.

**Currituck County Parks and Recreation (Jason Weeks, 252-232-3007)**

Reviewed without comment.

**Currituck County Economic Development (Larry Lombardi, 252-232-6015)**

Reviewed without comment.

**Currituck County Water Department, Cross Connection Backflow prevention ORC (Chas Sawyer, 252-202-1692)**

Reviewed with comment:

1. All connections to the Currituck Water System shall be protected from backflow with an RPZ. I would suggest to further protect visitors to H2OBX from a backflow incident, an isolation approach be taken. If an isolation approach is taken than each connection to the Currituck Water System can me protected with a DC device in stead of an RPZ.

**NC Division of Coastal Management (Charlan Owens, 252-264-3901)**

Reviewed without comment.

**NCDOT (David Otts/Caitlyn Spear, 252-331-4737)**

Attachment: 3 22-06 H2OBX CZ Campground TRC Resubmittal Comments 4-14-2022 (PB 22-06 H2OBX (Campground))

Reviewed with comment:

1. We will study the driveway/increased traffic in more detail at site plan submittal.  
(Acknowledged)

**Albemarle Regional Health Services (Joe Hobbs, 252-232-6603)**

Reviewed with comment:

1. OWNER/CONSULTING ENGINEER WILL NEED TO CONSULT WITH KEVIN CARVER RS AT 252-232-6603 CONCERNING WASTEWATER APPROVAL FOR PROPOSED CAMPGROUND . (This comment is not applicable as it is a private WWTP permitted by NCDENR.)

**US Army Corps of Engineers (Anthony Scarbraugh, 910-251-4619)**

Reviewed with comment:

1. Any impacts to jurisdictional waters or wetlands of the US require prior approval from the US Army Corps of Engineers. (Acknowledged)

**The following items are necessary for resubmittal:**

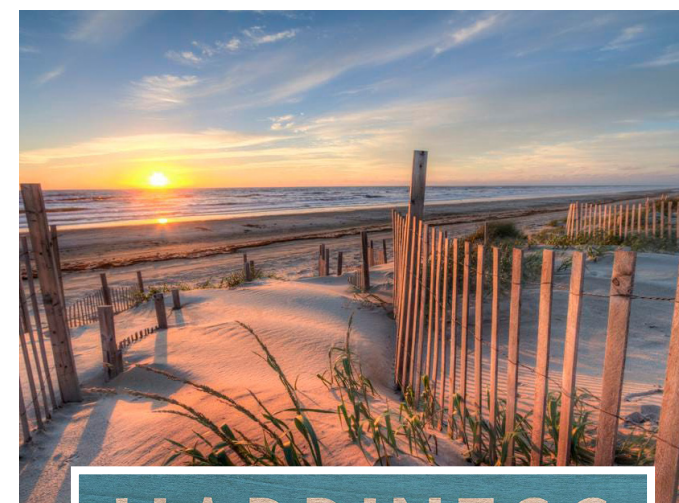
- 3 - full size copies of revised plans.
- 1- 8.5"x11" copy of all revised plans.
- 1- PDF digital copy of all revised documents and plans.



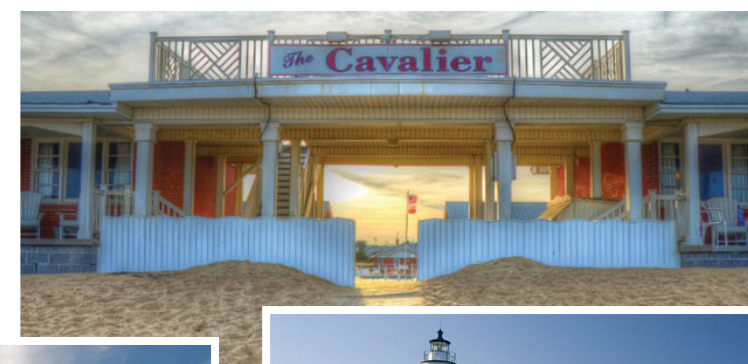
# ARCHITECTURAL REFERENCE



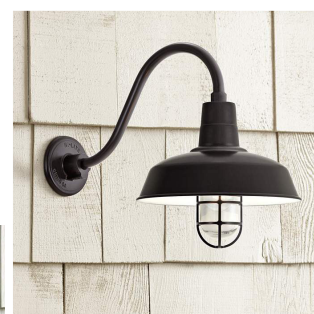
# CASUAL COASTAL



# LODGE STYLE



# TEXTURAL MATERIALS



# SITE REFERENCE



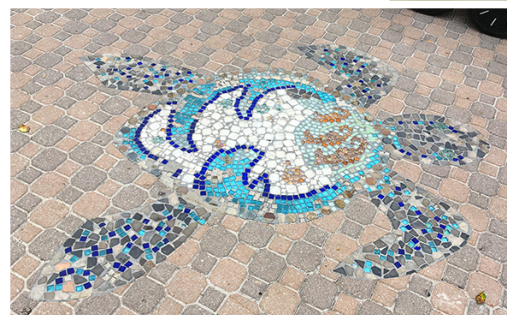
Attachment: 4 H2OBX Amenities and Architectural Themes (PB 22-06 H2OBX (Campground))



## OPEN AIR BAR



## FIRE PIT



## PLAYFUL ACCENTS

## CABANAS



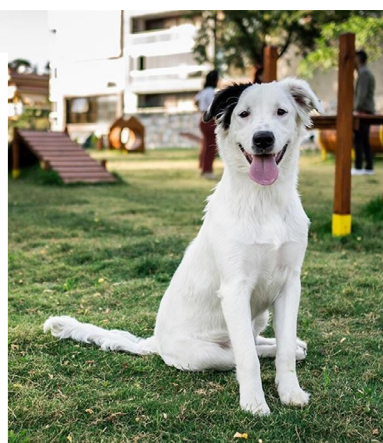
## CASUAL SEATING AREAS



## POOL W/ CHAISE LOUNGE CHAIRS



## DOG PARK



## PLAYGROUNDS



## VARIOUS GAME COURTS



Attachment: 4 H2OBX Amenities and Architectural Themes (PB 22-06 H2OBX (Campground))









Attachment: 4 H2OBX Amenities and Architectural Themes (PB 22-06 H2OBX (Campground))





Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING  
SINCE 1959

P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 23, 2022

Ms. Tammy Glave  
Currituck County Planning and Community Development  
153 Courthouse Rd., Suite 110  
Currituck, NC 27929

RE: **Community Meeting Report**  
Conditional Rezoning Application for H2OBX Campground  
Parcel ID No. 0124000137L0000  
Powells Point, Currituck County, NC

Ms. Glave,

A community meeting for the proposed Conditional Rezoning Application of the above referenced parcel within H2OBX was held on Tuesday, February 22, 2022 at 4:00 p.m. at Quible & Associates, P.C. The meeting was conducted by Quible & Associates, P.C. (Quible) on behalf of H2OBX, LLC, with representatives from H2OBX, LLC, Currituck County, and members of the local community in attendance.

### Purpose

The purpose of the meeting was to inform the community in the vicinity of the subject parcel of the intent to apply for a Conditional Rezoning of C-GB to allow for a private campground. It was explained that the previously approved C-GB zoned 80 acre parcel has since been recombined into a single 96.77 acre parcel. It was further explained that the uses would be expanded to allow for a private campground in addition to the previously approved waterpark (outdoor recreation facility), WWTF, permanent dormitories, and associated site and utility improvements.

### Meeting synopsis

The community meeting presentation documents were set up within the meeting area of Quible & Associates P.C. by 3:30pm. The office of Quible & Associates P.C. was open to the public and attendees began arriving at approximately 3:45 pm. Prior to beginning the community meeting, an "Open House" viewing of the conditional rezoning exhibits, along with the existing zoning exhibit, recorded recombination plat, Conditional Rezoning Application, surrounding property owner notification letters, County Conditional Rezoning Review Process and Procedures, County Application Submittal Schedule, and copies of the previously approved Conditional Rezoning Exhibits were available to the public. The conditional rezoning exhibits, existing zoning exhibit, and recorded recombination plat were mounted on a poster board placed on an easel for ease of viewing.

As attendees arrived, they were asked to provide their contact information on the sign-in sheet at the check in table and were advised to please utilize the provided comment sheets to remit comments. Attendees were also advised that comments could be received by Quible & Associates, P.C. either by email or telephone.

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))

A laptop computer with a Teams meeting allowed for Mr. Ken Ellis, H2OBX, LLC to participate in the community meeting. Unfortunately, just as the meeting began at 4:00pm, the internet connection was lost causing the Teams meeting to not function on the laptop. We therefore continued the Teams meeting on a cell phone and allowed for Mr. Ellis's participation.

At 4:00 pm a presentation of the proposed conditional rezoning and private campground use within H2OBX was provided by Quible & Associates, P.C. A copy of the agenda was distributed to everyone in attendance and the sign-in sheet was routed throughout the room. The presentation setting was as casual as possible and loosely followed the Agenda (Exhibit 1), to allow for a comfortable atmosphere allowing the community to ask questions throughout the meeting.

Quible & Associates (Michael W. Strader, Jr., P.E.) began with a brief discussion about the County procedures for reviewing and approving the proposed project and purpose for the community meeting and the proposed development.

The parcel proposed for conditional rezoning and the proposed private campground was described and identified on the exhibits. The proposed conditional rezoning exhibits and Conditional Rezoning application were described as in compliance with the current Currituck County UDO requirements, including the recently adopted Zoning Text Amendment associated with private campgrounds, and in keeping with the surrounding neighborhoods and County Land Use Plan. Mr. Ken Ellis then went into further detail of his vision of the private campground, provided some background of the very professional design team, and briefly went over anticipated amenities and themes. The high demand for the described campground was expressed. It was stated that the private campground would comply with all the recently adopted dimensional standards and requirements, including but not limited to a 30-day closing period (likely January and/or February), cabins occupying no greater than 20% of the total number of campsites, and no greater than 20% seasonal campsites. Mr. Ellis went over some management concepts and the desire to provide comfortable accommodations that complement the existing waterpark and its themes.

Mr. Strader then picked back up on the County's review process and provided a conceptual schedule of events. It was also described that the conditional zoning approval was the first step in allowing for a private campground, that would subsequently be followed by the major site plan review process. The regulatory review agencies were listed along with the numerous permits and approvals that would be required prior to obtaining a building permit that would allow for any construction associated with the private campground use.

Throughout the presentation, the floor was open for questions and comments from the audience. Comments and questions received during the meeting were as follows:

1. A question was posed about the anticipated start date. Ken Ellis responded that the schedule, if all goes as planned, would have a groundbreaking in August or September of 2022. This would be once all permits and approvals were in hand and construction could commence.
2. A question was raised about the total acreage. Initially, Mr. Strader responded that the total parcel area is 96.77 acres, but Mr. Ellis estimated an approximate campground area of about 39 acres. We agreed to review and designate the entire campground area.



3. Mr. Strader, trying to prompt additional questions or feedback, reiterated the conditional rezoning review process. Explained that a submittal of the application is anticipated on Thursday, February 24<sup>th</sup>, and that a Technical Review Committee (TRC) meeting by Planning Staff would occur March 9<sup>th</sup>, with a Planning Board meeting in May, and ultimately a public hearing at the June Board of Commissioners meeting. Reiterating that the public has an opportunity to speak or present information at those Board meetings.
4. Mr. Strader asked the audience, given their presence at the meeting, about their interest in the project.
5. Ms. Sally Wagner asked if there would be any plans for fencing or containment. Mr. Strader explained the buffer setbacks. Mr. Ellis requested which property was being referred to, and Ms. Wagner showed is being 153 Lucinda Lane located adjacent to the existing stormwater basin and parking lot. We did explain that no new improvements were being proposed south of the northern edge of the existing storm basin and parking lot, that all of the proposed improvements are further away (north) of the subject property. We also showed from the conceptual rezoning exhibits that line of proposed vegetation around the perimeter of proposed campsites. It was also stated that the existing parking lot has landscaping requirements whereby trees are within 60' of parking spaces, as well as other vegetative buffer requirements.
6. Mr. Strader raised the existing use of Ballast Rock Rd for the purposes of accessing the wastewater treatment plant and asked if there were any concerns with continuing to utilize Ballast Rock Rd as a secondary means of egress from the property. Commissioner Jarvis asked if it was a public or private right of way. Mr. Strader responded that it is a private right-of-way. Ms. Jarvis then asked if there was a right of access. Mr. Ellis stated that they currently utilize the access but agreed that the Team would research to confirm legal access.
7. A comment was made by Ms. Wagner that at 308 new campsites, that's like having 1200 new neighbors with added noise. Mr. Ellis described the campground research indicated an approximate average of about 3.5 persons per campsite. He also reiterated the phased approach that was explained during the presentation, whereby only new campsites within the current WWTP capacity would be improved initially. Mr. Ellis also explained that there will be Rules and management to operate the campground. He emphasized that the intent is for a very nice family campground complimenting the nice waterpark, and that there will certainly be quiet times and the desire to provide a comfortable environment for all users.
8. Mr. Eadus also expressed that the County has a pretty good set of Ordinances that help control noise, light, etc, and added that there are enforcement measures that can be taken.
9. Laurie LoCicero added that the County is working on a requirement for a campground license. And added that one must apply for the license and apply to renew the license over time. If there are reoccurring violations or issues with any particular campground, one could lost their privilege to operate.
10. Mr. Ellis explained that his vision is not to have a "trailer park". He wants to compliment the quality and style of the existing waterpark with accommodations where the same people staying in the campground are also utilizing the waterpark and any other amenities that may be added.
11. One member provided documentation of their support in writing on the provided comment form.

Community Meeting Report  
Conditional Rezoning Application for H2OBX  
Parcel ID No. 0124000137L0000  
February 23, 2022

Upon the conclusion of the discussions, attendees were again reminded that any further questions or comments not addressed at the meeting can be forwarded to Quible & Associates and the meeting was adjourned. One written comment was received in support of the exciting new addition.

Copies of all handouts, exhibits, and other documents available at the meeting are provided in attachments to this document.

Please do not hesitate to contact me at (252) 491-8147 or mstrader@quible.com should you have any questions and/or concerns.

Sincerely,  
**Quible & Associates, P.C.**



Michael W. Strader, Jr., P.E.

cc: file  
H2OBX, LLC

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))

## **COMMUNITY MEETING EXHIBITS**

**EXHIBIT 1 : Meeting Agenda**

**EXHIBIT 2 : Presentation Posters – Conditional Rezoning Exhibits, Existing Base Districts Zoning Exhibit, Recorded Recombination Plat, Draft Conditional Rezoning Review Process and Application, Recently adopted Private Campground Text Amendment**

**EXHIBIT 3 : Attendance Sign-In Sheet**

**EXHIBIT 4 : Attendee Comment Sheet**

**EXHIBIT 5 : Letters to Property Owners**

## **EXHIBIT 1 : Meeting Agenda**



## Community Meeting for the Conditional Zoning – H2OBX Water Park

### Powells Point, Currituck County, NC

February 22, 2022

#### AGENDA

#### 1. General Introduction & Sign-In

- a. Quible & Associates, P.C.
- b. H2OBX
- c. Currituck County

#### 2. Property Location & Zoning

- a. PIN 0124000137L0000
- b. Parcel area: 96.77 Acres (recorded Recombination Plat available for reference)
- c. Current Land Use: C-GB—Site of Water Park (outdoor recreation facility), WWTF, and associated site and utility improvements.
- d. Approved Land Use: C-GB—Water Park (outdoor recreation facility), WWTF, Dormitories, and associated site and utility improvements.
- e. Site Zoning: C-GB
  - i. Subject parcel already zoned C-GB

#### 3. Development Proposal

- a. C-GB to allow for the additional private campground use within H2OBX.
  - i. Please acknowledge that private campgrounds were recently added as a conditional use within specified zoning districts.
  - ii. Please further acknowledge that if conditional zoning approval is granted to allow a private campground within H2OBX, that a major site plan application will still be required. This would include fully engineered plans, permits, and approvals necessary for development of a private campground.

#### 4. Process/Procedure

- a. Review the conditional rezoning application, the community meeting notifications, comment forms, conceptual exhibit, submittal schedule, etc.

#### 5. Questions & Comments

- a. Quible & Associates, Owner and County will be available to answer questions and comments
- b. Comments can be provided in writing on Comment Forms provided or they can be sent to Michael W. Strader, Jr., Quible & Associates, P.C. by email at mstrader@quible.com, phone at 252-491-8147 or by mail addressed to Quible & Associates, P.C. 8466 Caratoke Highway Powells Point NC 27966.

## **EXHIBIT 2 : Presentation Posters**





**RV CAMPSITES**

**TENT CAMPSITES**

**CABINS**

**GRAND TOTAL:**

235

12

61

308

**NOTES:**

1. OWNER/APPLICANT: H2OBX LLC  
13 GREEN MOUNTAIN DR  
COHOES, NY 12047

2. PROPOSED REZONING: CONDITIONAL ZONING - PRIVATE CAMPGROUNDS (CZ) TO ALLOW FOR SEASONAL RV PARK CAMPGROUND, CAMPING CABINS AND ASSOCIATED AMENITIES.

3. TOTAL PROJECT AREA = 4,215,494 SF / 96.77 AC  
RV RESORT AREA = 2,601,471.37 SF / 59.7 AC  
WETLANDS AREA = 79,244.06 SF / 1.7 AC  
PARCEL 137L = 3,484,800.00 SF / 80.00 AC  
PARCEL 137E = 34,946.87 SF / 0.80 AC  
PARCEL 127 = 19,979.92 SF / 0.46 AC  
PARCEL 68J = 675,767.98 SF / 15.51 AC

4. PIN#/PID#: 9837-54-8094 / 0124000137L0000  
SITE ADDRESS: 8526 CARATOKE HWY  
DB 1512, PG 459  
  
PIN#/PID#: 9837-74-0821 / 0124000137E0000  
SITE ADDRESS: 8504 CARATOKE HWY  
DB 1512, PG 459  
  
PIN#/PID#: 9837-74-2398 / 012400012700000

SITE ADDRESS: 8524 CARATOKE HWY  
DB 1512, PG 459  
  
PIN#/PID#: 9837-45-9881 / 0124000068J0000  
SITE ADDRESS: BALLAST ROCK RD  
DB 1512, PG 459

5. OVERALL BOUNDARY INFORMATION SHOWN BASED ON A SURVEY BY QUILBE & ASSOCIATES, PC ENTITLED "AS-BUILT SURVEY", DATED 6/28/17. THIS IS NOT A BOUNDARY SURVEY.

6. CONCEPTUAL LAYOUT SHOWN BASED ON DESIGN PROVIDED BY BDR DESIGN GROUP DATED 12/21/21.

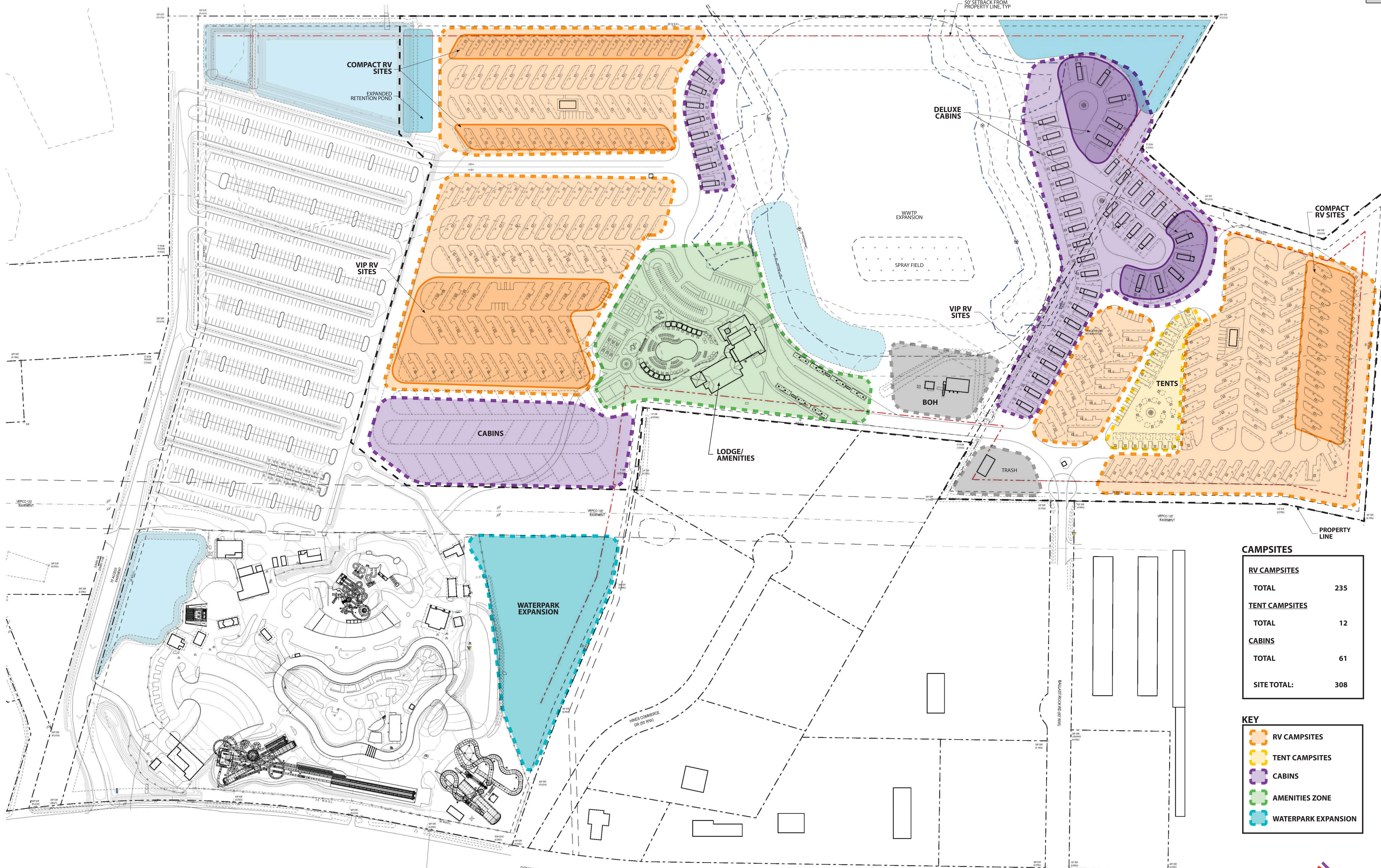
7. PROPERTY IS LOCATED IN NFIP FLOOD ZONES AS SHOWN AND SUBJECT TO CHANGES. BASED ON COMMUNITY CID NO. 370078; PANEL 9837; SUFFIX J.(MAP NUMBER 3720983700J) EFFECTIVE DATE: 12/16/2005

8. THIS EXHIBIT SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.

9. NO MORE THAN 20% OF THE CAMPSITES WILL BE SEASONAL. NO MORE THAN 20% OF THE CAMPSITES WILL BE CABINS.

**VICINITY MAP (Powells Point)**  
1"=2,500'

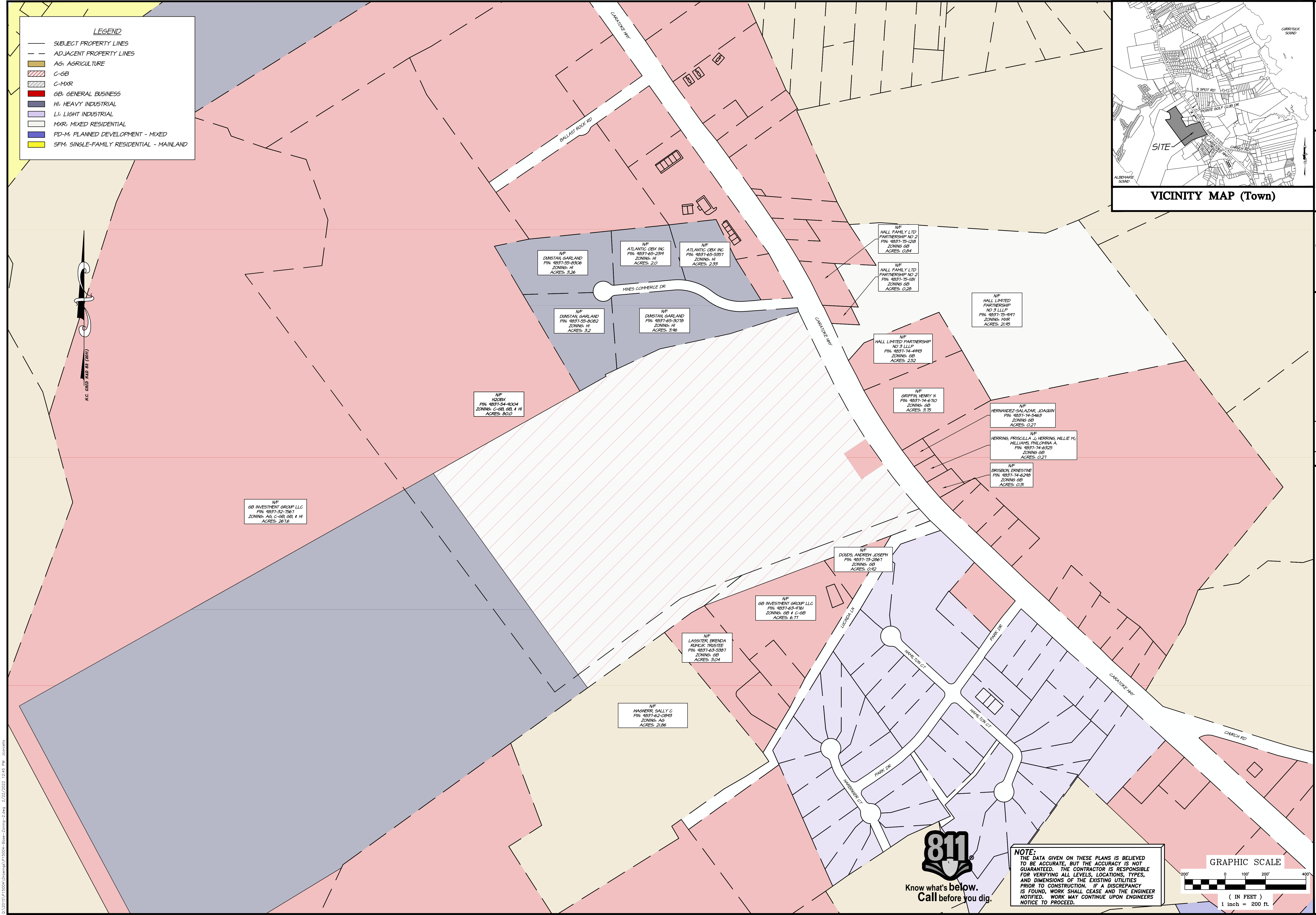




Attachment: S P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))

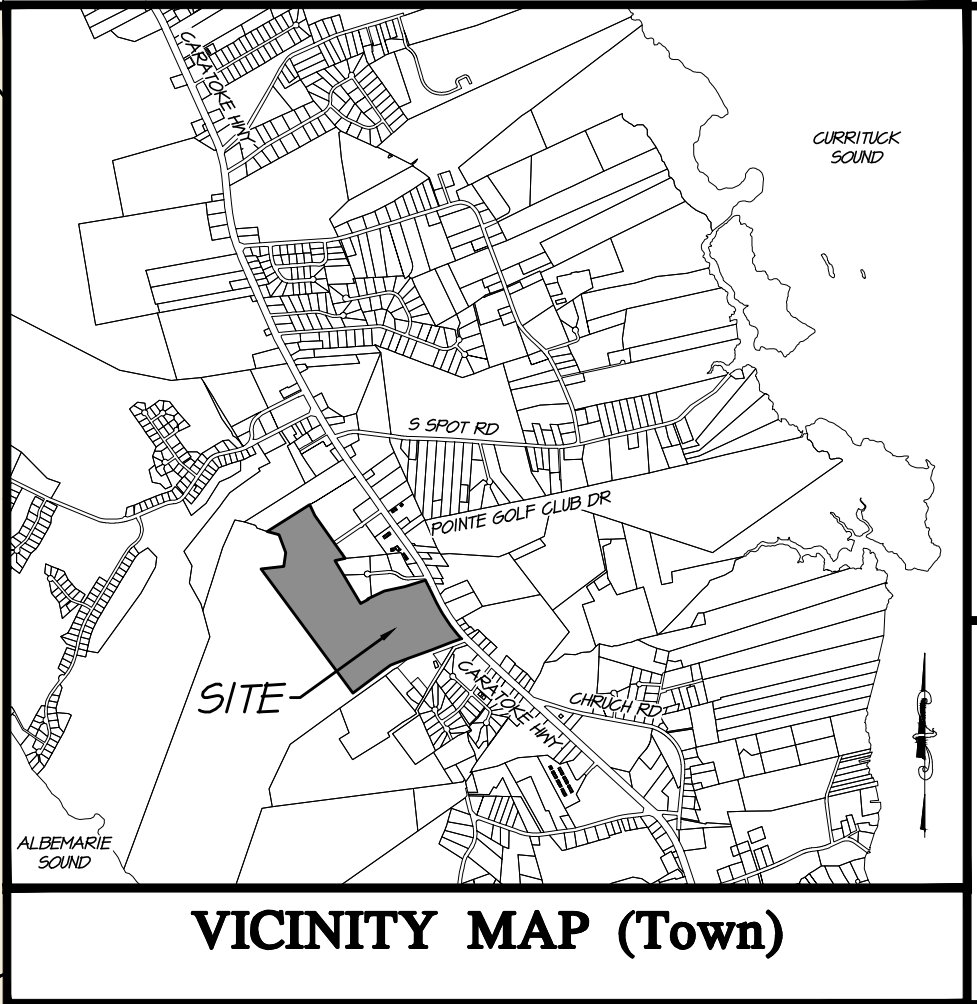






**LEGEND**

- SUBJECT PROPERTY LINES
- ADJACENT PROPERTY LINES
- AG: AGRICULTURE
- C-GB
- C-MXR
- GB: GENERAL BUSINESS
- HI: HEAVY INDUSTRIAL
- LI: LIGHT INDUSTRIAL
- MXR: MIXED RESIDENTIAL
- PD-M: PLANNED DEVELOPMENT - MIXED
- SFM: SINGLE-FAMILY RESIDENTIAL - MAINLAND



**Quible & Associates, P.C.**  
SINCE 1959  
ENGINEERING & SURVEYING  
ENVIRONMENTAL SCIENCES & SURVEYING  
8486 CARATOKE HWY  
POWELL POINT, NC 27866  
Phone: (252) 818-1477  
FAX: (252) 822-8686  
WWW.QUIBLEANDASSOCIATES.COM

NC License# C-0208

**CERTIFICATION**  
I, **CLAYTON MICHAEL STUBBS JR.**, being duly sworn, depose and say that I am a duly Licensed Professional Engineer in the State of North Carolina, License No. 10000, and I am the Engineer of Record for the above-captioned project.

**REVISIONS**

NO.	DATE	DESCRIPTION

**EXISTING BASE DISTRICTS ZONING**

**H2OBX LLC**

**8526 CARATOKE HIGHWAY**

POPLAR BRANCH ML TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

PROJECT NO. **P15004**

DESIGNED BY **WDE**

DRAWN BY **QAT/JJC**

CHECKED BY **WDE**

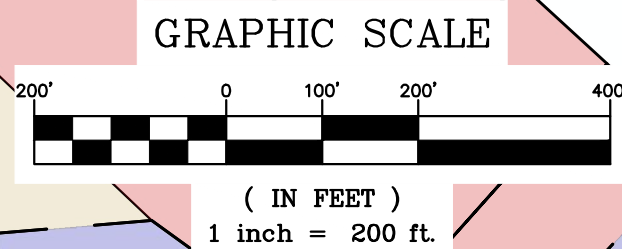
ISSUE DATE **02/22/22**

SHEET NO. **1**

OF 1 SHEETS



**NOTE:**  
THE DATA GIVEN ON THESE PLANS IS BELIEVED TO BE ACCURATE, BUT THE ACCURACY IS NOT GUARANTEED. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL LEVELS, LOCATIONS, TYPES, AND DIMENSIONS OF THE EXISTING UTILITIES PRIOR TO CONSTRUCTION. IF A DISCREPANCY IS FOUND, WORK SHALL CEASE AND THE ENGINEER NOTIFIED. WORK MAY CONTINUE UPON ENGINEERS NOTICE TO PROCEED.





Q:\2015\15004\Drawings\Survey\15004--recomb.dwg 2/1/2022 8:24 AM Mhurdle

**SURVEYOR'S CERTIFICATE**

I, JOHN M. HURDLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE NOTES), THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN (SEE ADDITIONAL REFERENCES IN NOTES), THAT THE RATIO OF PRECISION OR POSITIVE ACCURACY OF THE SURVEY IS AS SHOWN IN THE NOTES, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

CLASS OF SURVEY: CLASS A  
POSITIONAL ACCURACY: 2-CENTIMETERS  
TYPE OF GPS FIELD PROCEDURE: RTK  
DATE OF SURVEY: NOVEMBER 2021  
DATUM/EPOCH: NAD 83 / EPOCH 2011  
PRECISION FIELD CONTROL USE: NC 6855 RIN  
PRECISION FIELD CONTROL POINTS: 099999041  
COMBINATION GRID FACTOR(S): 0.999999041  
UNITS: US SURVEY FEET

THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 1ST DAY OF FEBRUARY, 2022.

JOHN M. HURDLE, FLS NO. L-5204

NO APPROVAL REQUIRED

PLANNING DIRECTOR

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA  
COUNTY OF CURRITUCK

I, **Tammy Clarke**, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS APPLICATION IS ATTACHED MEETS THE STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

NOTES:  
1. CURRENT OWNERS: H2OBX LLC  
IS GREEN MOUNTAIN DR  
CHANCES, NC 12041

2. TOTAL PARCEL AREA = 4,215,494.77 SF / 96.77 AC (AREAS BY COORDINATE METHOD)

3. SUBJECT REFERENCES: DB 1502, PG 4594 PG 101, SL 84, PG. K, SL 55

4. FIELD SURVEY DATES: 03/2016 - 01/2021, 11/21/21 & 11/30/21

5. HORIZONTAL DATUM IS NAD 83(2011), VERTICAL DATUM IS NAVD 83. ALL DISTANCES ARE HORIZONTAL GROUND AND US SURVEY FEET.

6. PROPERTY IS LOCATED IN NEEP FLOOD ZONES AS SHOWN AND SUBJECT TO CHANGES BASED ON COMMUNITY ID NO. 370079, PANEL 9837, SHEET K, (MAP NUMBER 37004837000) EFFECTIVE DATE: 12/21/2018

7. THIS SURVEY SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH.

- LEGEND:
- EXISTING CONCRETE MONUMENT, ECH
  - EXISTING IRON PIPE, EIP
  - EXISTING IRON STAKE, EIS
  - CALCULATED POINT
  - (N) - TOTAL DISTANCE
  - AS - ABOVE GRADE
  - BS - BELOW GRADE

**GRAPHIC SCALE**



CURVE#	LENGTH	RADIUS	CHD LENGTH	CHD BEARING
C1	18.92'	2424.35'	18.92'	S 25° 48' 41" E
C2	86.14'	2424.74'	86.14'	S 28° 29' 12" E
C3	242.44'	2424.74'	242.37'	S 30° 05' 48" E
C4	154.32'	2424.74'	154.30'	S 34° 29' 18" E
C5	202.14'	2424.74'	202.08'	S 38° 44' 50" E
C6	80.80'	2424.74'	80.80'	S 42° 18' 10" E

NF  
GB INVESTMENT GROUP, LLC  
PARCEL 1A  
DB 1512, PG 517

NF  
SALLY C. WAGNER  
DEANA WEINREITHAR  
NO 21 E2251

**RECOMBINATION PLAT**

**H2OBX WATERPARK  
H2OBX LLC**

POPLAR BRANCH TOWNSHIP

CURRITUCK COUNTY

NORTH CAROLINA

PROJECT NO.	P15004
DRAWN BY	JMH
CHECKED BY	DLT/JMH
SCALE	1"=200'
ISSUE DATE	02/01/22

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OTHERWISE NOTED.

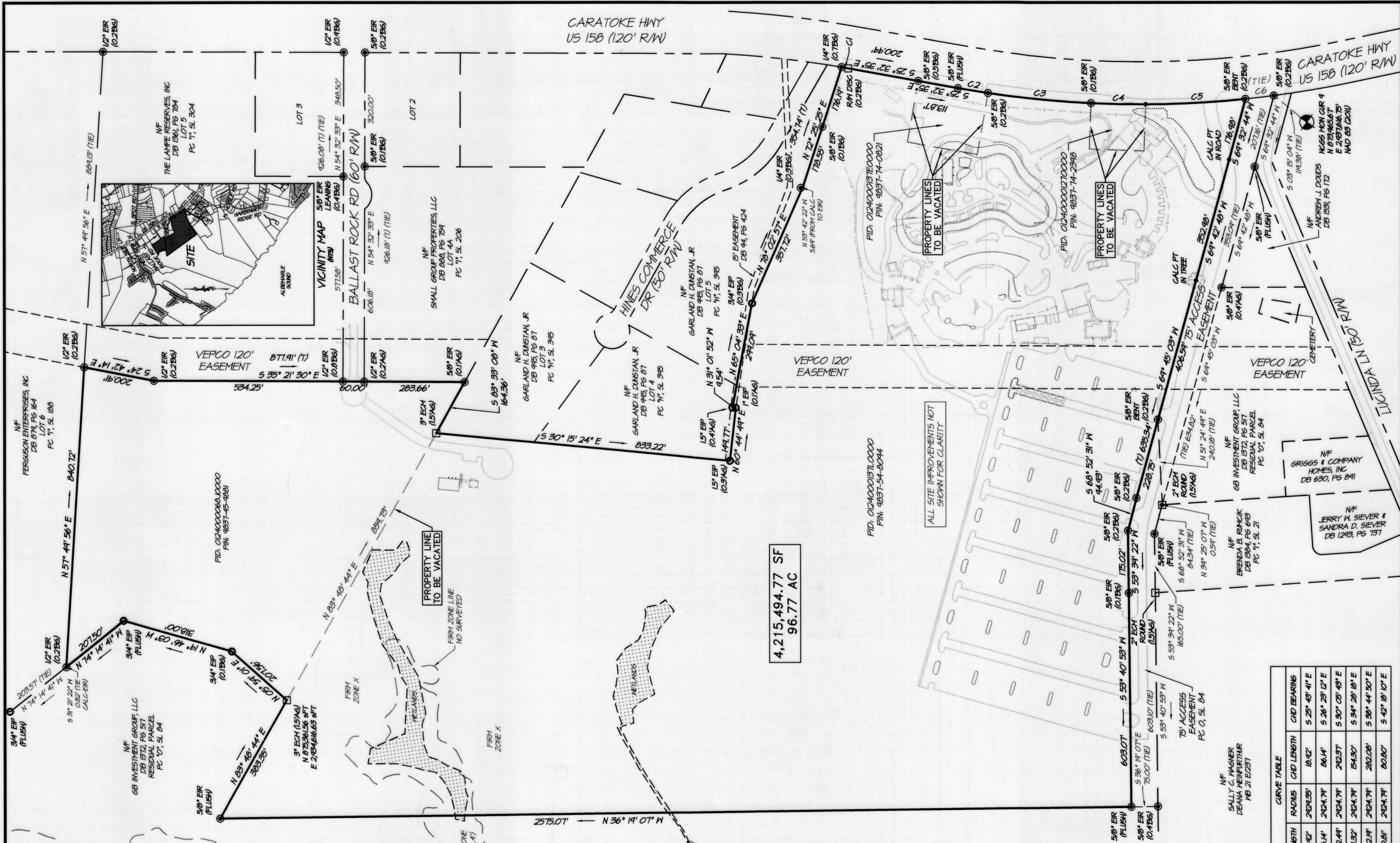


**Quible & Associates, P.C.**  
ENGINEERING\*\* \* CONSULTING \* PLANNING  
ENVIRONMENTAL SCIENCES \* SURVEYING\*\*  
ENGINEERING/SURVEYING NOT OFFERED AT BLACK MTN. OFFICE\*\*

8468 CARATOKE HWY  
SUITE B  
BLDG 400  
POWELL'S POINT, NC 27966  
Phone: (828) 491-8147  
administrator@quible.com

90 CHURCH STREET  
SUITE 300  
BLACK MOUNTAIN, NC 28711  
Phone: (828) 357-5149  
admin@quible.com

NC License#: C-0208  
SINCE 1959



4,215,494.77 SF  
96.77 AC





## Conditional Rezoning Application

### OFFICIAL USE ONLY:

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

### Contact Information

#### APPLICANT:

Name: H2OBX LLC  
 Address: 13 Green Mountain Dr  
Cohoes, NY 12047  
 Telephone: \_\_\_\_\_  
 E-Mail Address: kene@aquaticgroup.com

#### PROPERTY OWNER:

Name: H2OBX LLC  
 Address: 13 Green Mountain Dr  
Cohoes, NY 12047  
 Telephone: \_\_\_\_\_  
 E-Mail Address: kene@aquaticgroup.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: same

### Property Information

Physical Street Address: 8526 Caratoke Highway  
 Location: Powells Point  
 Parcel Identification Number(s): 0124000137L0000  
 Total Parcel(s) Acreage: 96.77 acres  
 Existing Land Use of Property: Water park, and undeveloped land area

### Request

Current Zoning of Property: C-GB and GB Proposed Zoning District: C-GB

### Community Meeting

Date Meeting Held: 2/22/2022 Meeting Location: 8466 Caratoke Hwy,  
Bldg 400, Powells Pont, NC 27966

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))

## Conditional Rezoning Request

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

### Proposed Use(s):

Development of an outdoor water park with ability to add additional outdoor and indoor entertainment features (adventure course etc.)

associated infrastructure and amenities to include restaurants, water slides, climbing towers, private campground

and all associated stormwater, wastewater treatment and disposal, parking and any other site elements as required

by County, State and Federal regulations.

### Proposed Zoning Condition(s):

All proposed development will be consistent with and currently allowed within GB zoning.

An application has been duly filed requesting that the property involved with this application be rezoned from:  
C-GB; GB to: C-GB

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the conceptual development plan, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.

\_\_\_\_\_  
 Property Owner (s)

\_\_\_\_\_  
 Date

**NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.**



## Currituck County

Planning and Community Development Department  
*Planning Division*  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina, 27929  
 252-232-3055 FAX 252-232-3026

To: Planning Board

From: Planning Staff

Date: December 29, 2021

Subject: PB 21-29 Currituck County Text Amendment  
 Campgrounds

The enclosed text amendment, submitted by the Currituck County Board of Commissioners, will allow **NEW** campgrounds through conditional zoning approval in specified zoning districts.

- Item 1      Revise terminology from "travel trailer" to "recreational vehicle" in Section 4.1.1. Prohibited Uses and remove "private campgrounds" as a prohibited use. Amend Summary Use Table 4.1.1.A to allow campgrounds with conditional zoning approval in Agriculture (AG), Single Family Mainland (SFM), Single Family Isolated (SFI – Knotts Island) and General Business (GB)
- Item 2      Provide Use Specific Standards for new campgrounds. (4.2.4.J)
- Item 3      Provide parking standards for campgrounds. (Table 5.1)
- Item 4      Add private campgrounds to "Visitor Accommodations" Use Category (10.4.5) and amend definitions to clarify campground terminology (10.5).

### **BACKGROUND**

The 1982 Currituck County Zoning Ordinance did allow campgrounds but did not permit the expansion of the district which allowed the use.

The 1989 Unified Development Ordinance did not allow for the expansion of the zoning district that allowed campgrounds (RR). This restriction did not permit campgrounds created on property not zoned RR.

In 1992, a text amendment was approved that allowed the expansion of the RR zoning district when a property contained two zoning districts one of which was RR with a maximum overall density of 4.5 units per acre. The density was later increased to 5.5 units per acre.

In early 2011, a request was submitted to the county to allow new RR zoning districts to be created and was later withdrawn.

In 2013, the UDO specified campgrounds were nonconforming uses and could no longer be expanded.

In 2016, Blue Water Development Corp. submitted a request to allow private campgrounds in the Single Family Residential-Mainland (SFM) zoning district. After meeting with staff, the applicant

modified the request to only allow the expansion of existing campgrounds subject to specific standards. The Planning Board recommended denial of the request at the March 14, 2017 meeting. The request was withdrawn by the applicant and was not heard by the Board of Commissioners.

In 2020, planning staff and the county attorney brought forward language to address concerns over existing, non-conforming campgrounds. After public input in June 2020, the Board gave staff direction to consider language to allow for new campgrounds. Several work sessions were held over 2021 with the Board. The attached language is the consensus of the Board to allow NEW campgrounds. At the direction of the Board, existing, non-conforming campgrounds are **not** addressed in this amendment.

### **Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;
3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

### **Staff Recommendation**

Economic Development Director Larry Lombardi submitted input regarding the 5-mile distance between campgrounds. Mr. Lombardi recommends removing the 5-mile distance between new campgrounds. His email, along with the supporting documents noted in the email, are enclosed.

Planning staff recommends approval of the request as submitted and suggests the following statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

**Land Use and Development Goal # 10** To properly distribute development forms in accordance with the suitability of the land, infrastructure available and the compatibility of surrounding land uses.

**Policy ED 1:** NEW AND EXPANIDNG INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor

force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

The request is reasonable and in the public interest by providing language to allow for a greater variety of tourist-oriented businesses and visitor accommodations to locate within the county.

DRAFT



# STAFF REPORT PB20-05 CURRITUCK COUNTY NONCONFORMING CAMPGROUNDS PLANNING BOARD JANUARY 11, 2022

Amendment to the Unified Development Ordinance Chapter 4: Use Standards, Chapter 5: Development Standards, and Chapter 10: Definitions and Measurements, to add private campgrounds as an allowable use.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4 is amended by deleting the following struck-through language and adding the underlined language:

## 4.1.1 Explanation of Use Table Structure

### B. Prohibited Uses

- (2) The following activities or use types are not identified in Table 4.1.1.A. and Table 4.1.1B but are prohibited in all zoning districts in the county.
  - (a) Use of a parked motor vehicle to buy, sell, or store goods or services, except as allowed in Section 4.3 Accessory Use Standards or Section 4.4 Temporary Use Standards.
  - (b) Use of a boat, houseboat, or other floating structure as a temporary permanent residence (this shall not prevent the overnight occupancy of a vessel temporarily docked while in transit on navigable waters;
  - (c) Use of a ~~travel trailer~~ recreational vehicle as a permanent residence or use of a ~~travel trailer~~ recreational vehicle as a temporary residence outside of approved campgrounds;
  - (d) The operation of a principal (non-accessory) commercial use located solely on the beach strand (uses simply transporting customers to the beach from an approved off beach location are exempted); and
  - (e) Manufactured home parks ~~or private campgrounds~~ as a principal use.



TABLE 4.1.1.A: SUMMARY USE TABLE

Z = Zoning Compliance Permit; U = Special Use Permit; MP = Allowed with Master Plan;  
CZ= Allowed in a Conditional Zoning District blank cell = Prohibited

USE CATEGORY	USE TYPE	ZONING DISTRICT [NOTE: OVERLAY OR SUB-DISTRICT REQUIREMENTS MAY FURTHER LIMIT USES]												ADDITIONAL REQ. (4.2.____)
		RC	AG	SFM	SFO	SFR	SFI	MXR	GB	LB	CC	VC	LI	
COMMERCIAL USE CLASSIFICATION														
Visitor Accommodations	<u>Private Campgrounds</u>		<u>CZ</u>	<u>CZ</u>			<u>CZ</u>		<u>CZ</u>					<u>4.J.3</u>

**Item 2:** That Chapter 4, Section 4.2.4.J. is amended by adding the following underlined language and numbering accordingly:

(3) **Private Campgrounds**

Private campgrounds shall comply with all applicable standards in the county Code of Ordinances and the following standards:

- (a) Camping is an allowed use of land only in campgrounds and camper subdivisions.
- (b) All land used for the campground must be one parcel and under the same ownership.
- (c) Campgrounds shall be accessed from a major arterial street.
- (d) The minimum parcel size for a campground shall be 50 acres.
- (e) No campground shall be located within 5 miles from another campground as measured from exterior property lines of the campgrounds.
- (f) The maximum number of campsites permitted for a campground shall be 500 and a campsite density not exceeding 12 campsites per acre of land, whichever is less. CAMA and 404 wetland areas shall not be included in the density calculation.
- (g) The application shall include a conceptual development plan. The conceptual development plan shall be in accordance with Section 3.6.5 and shall also include the following:
  - (i) Campsites, amenities, recreation areas and facilities, associated with campground use.
  - (ii) General location and total square feet of storage areas for recreational vehicles, boats, watercraft, and all associated trailers only.

- (A) Storage areas shall be used only by the owner of the facility, full-time employees, seasonal guests, or short-term guests.
- (B) The storage areas shall not exceed five acres or 10 percent of the total area of the campground. CAMA and 404 Wetlands shall not be included in the calculation.
- (C) All storage areas facing interior to the campground shall be screened by a minimum Type "B" buffer. Storage areas shall be screened from off-site views in accordance with Table 4.3.3.S, Outdoor Storage Screening.
- (iii) General location of all required and proposed infrastructure.
- (iv) All campsites, amenities, restroom, kitchen and laundry facilities, food service areas, recreation areas, camp stores, welcome centers, offices, and infrastructure facilities shall be setback 100 feet from all property lines of the campground. The setback may be reduced by up to fifty feet from a property line, provided a Type "D" buffer is installed and maintained along all property lines where the setback is less than 100 feet.
- (v) A Type "C" buffer shall be provided as a perimeter landscape buffer between campground projects and all adjacent properties, not separated from the property by a right-of-way greater than 20 feet in width, except as provided for in Section 4.2.4.J(10)(h)(iv).
- (vi) Only recreational vehicles, camping cabins, alternative camping units or tents shall be allowed in campgrounds.
- (vii) Total number of campsites and the type of camp site shall be designated:
  1. Recreational Vehicle
  2. Tent
  3. Camping cabins
  4. Alternative camping units
- (viii) No more than 20 percent of the total number of campsites may contain camping cabins or alternative camping units.
- (ix) Campsites shall be designated as seasonal or short-term. No more than 20 percent of the total campsites may be seasonal.

- (x) Only one residential dwelling unit may be in the campground. The residential dwelling unit may only be occupied by the campground owner and/or full-time employees and members of their families.
- (h) After conditional zoning approval, the applicant shall submit an operational plan with the Major Site Plan application. The operational plan shall include the following:
  - (i) Designation of a 30 day period between November first and March first of each year when the campground is closed. An opening and closing date shall be designated.
  - (ii) The total number of employees and any related persons residing at the campground during seasonal operation.
  - (iii) The number of employees and any related persons residing at the campground as full-time residents during the time of closure.
- (i) Full-time residents at the campground, other than the campground owner and their family and full-time employees and their families, as specified in this ordinance, are not permitted at the campground.
- (j) Amendments to the operational plan may be approved by the Director if all standards of this ordinance are met. Minor modifications to the conceptual design plan in accordance with Section 2.4.4.I may be approved by the Director.
- (k) Inspection for compliance with the approved conditional zoning and operational plan shall be required prior to obtaining licensure from the County. It shall be the responsibility of the campground operator to apply for renewal of the license and schedule the inspection with county staff prior to designated opening date.



**Item 3:** That Chapter 5 is amended by adding the underlined language:

TABLE 5.1.3.C: MINIMUM OFF-STREET PARKING STANDARDS		
USE CATEGORY	USE TYPE	MINIMUM NUMBER OF PARKING SPACES
<b>COMMERCIAL USE CLASSIFICATION</b>		
<b>Visitor Accommodations</b>	Bed and breakfast inn	2 spaces + 1 per guest bedroom
	Hotel or motel	1 per every guest room + 75% of spaces required for on-site accessory uses
	Hunting Lodge	1 per bedroom + 2
	<u>Private Campgrounds</u>	<u>1 per campsite + 1 visitor space for each 10 camp sites</u>

**Item 4:** That Chapter 10 is amended by adding the following underlined language and deleting the struck-through language and renumbering accordingly:

#### **10.4.5. Commercial Use Classification**

##### **L. Visitor Accommodations**

###### **(1) Characteristics**

The Visitor Accommodations Use Category includes use types that provide lodging units or space for short-term stays of less than 30 days for rent, lease, or interval occupancy. Accessory uses may include pools and other recreational facilities, limited storage, restaurants, bars, supporting commercial, meeting facilities, offices, and parking.

###### **(2) Examples**

Example use types include hotels or motels, bed and breakfast inns, private campgrounds, and hunting lodges.

###### **(3) Exceptions**

Rooming houses are classified as Group Living.

## **10.5 DEFINITIONS**

### **ALTERNATIVE CAMPING UNIT**

A camping unit constructed of canvas or other similar materials, not to exceed 400 square feet in area, to intended to locate in a campground and used as temporary quarters for shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Alternative camping units shall be constructed for

compliance with the applicable North Carolina Building Code and Section 7.4 of this ordinance. The unit may or may not include kitchen and restroom facilities. The term alternative camping unit includes terms such as yurts, eco-tents, safari tents or other similar names.

## CAMPER

See "Recreational Vehicle". A portable dwelling (as a special equipped trailer or automobile vehicle) for use during casual travel and camping.

## CAMPGROUND

Any area, place, parcel or tract of land on which two or more campsites are occupied or intended for occupancy or facilities established or maintained, wholly or in part, for the accommodation of camping units for periods of overnight or longer, whether the use of campsites and facilities is granted gratuitously, or by rental fee, lease or conditional sale, or by covenants, restrictions and easements. Campground includes but not limited to, a travel camp, recreational camp, family campground, camping resort, recreational vehicles park and camping community. Campground does not include a summer camp, migrant labor camp or park for manufactured homes, or a construction camp, or storage area for unoccupied camping units.

## CAMPING CABIN

A structure located in a campground, not exceeding 400 square feet and constructed to the North Carolina Building Code. Camping cabins may or may not include restroom and kitchen facilities. Such cabins shall be compliant with Section 7.4 of this ordinance.

## CAMPSITE

A designated space designed for parking a recreational vehicle or for the location of a camper cabin, alternative camping unit or a tent along with picnic tables, infrastructure hook-ups pedestal, fire rings and constructed platforms.

## RECREATIONAL VEHICLE

A vehicle built on a single chassis; 400 square feet or less when measured at the largest horizontal projection; designed to be self-propelled or permanently towable; designed primarily not for use as a permanent dwelling, but as a temporary living quarters for recreational, camping, travel, or seasonal use; fully licensed and ready for highway use; that does not exceed 8.5 feet in width in the transport mode; and of a size and weight that does not require a special highway movement permit when towed by a motorized vehicle. Recreational vehicles shall not have any permanent (hard) wiring, plumbing, or mechanical connections. The term "recreational vehicle" does not include a "manufactured home".

~~For the purposes of Section 7.4., Flood Damage Prevention, a vehicle, which is:~~

- ~~a. — built on a single chassis;~~
- ~~b. — 400 square feet or less when measured at the largest horizontal projection;~~



- c. ~~designed to be self propelled or permanently towable by a light duty truck;~~
- d. ~~designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use; and,~~
- e. ~~is fully licensed and ready for highway use.~~

### SEASONAL CAMPSITE

A campsite designated for use by a campground guest for a period exceeding thirty consecutive days.

### SHORT TERM CAMPSITE

A campsite designated for use by a campground guest for a period of less than thirty days.

### TRAVEL TRAILER

See "Recreational Vehicle". A structure that is:

- a. ~~Intended to be transported over the streets and highways (either as a motor vehicle or attached to or hauled by a motor vehicle), and~~
- b. ~~Is for temporary use as sleeping quarters, but that does not satisfy one or more of the definitional criteria of a manufactured home.~~

**Item 5:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

DATE ADOPTED: \_\_\_\_\_  
MOTION TO ADOPT BY COMMISSIONER: \_\_\_\_\_  
SECONDED BY COMMISSIONER: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS  
.....

PLANNING BOARD DATE: \_\_\_\_\_  
PLANNING BOARD RECOMMENDATION: \_\_\_\_\_  
VOTE: \_\_\_\_\_AYES \_\_\_\_\_NAYS

ADVERTISEMENT DATE OF PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS PUBLIC HEARING: \_\_\_\_\_  
BOARD OF COMMISSIONERS ACTION: \_\_\_\_\_  
POSTED IN UNIFIED DEVELOPMENT ORDINANCE: \_\_\_\_\_  
AMENDMENT NUMBER: \_\_\_\_\_

DRAFT



**EXHIBIT 3 : Attendance Sign-In Sheet**



Conditional Rezoning H2OBX Community Meeting  
Powells Point, Currituck County, North Carolina  
Quible & Associates Project No. 15004  
The Following Persons Were in Attendance of the Community Meeting on February 22, 2022

#	Name	Company / Organization / Address	Telephone No.	Fax No.	Email
1.	Michael Strader	Quible & Associates, P.C.	(252) 491-8147	(252) 491-8146	mstrader@quible.com
2.	Damian Donahoe	H2OBX			
3.	Selina Jarvis	Curr. Co.	252-207-6994		Selina.Jarvis@curr.nc.gov
4.	SALLY WAGNER	153 LUCINDA LANE	252-202-8183		SALLY C. WAGNER@YANCO.COM
5.	Pamela Marlowe	Bay Disposal 8546 Cavetole Hwy	252-455-4103		pmarlowe@wcmx.org
6.	Nadeen Dashti	Quible & Associates, P.C.			Ndashti@quible.com
7.	Laurie LoCicero	Currituck Co			
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

**EXHIBIT 4 : Attendee Comment Sheet**



## Community Meeting for Conditional Zoning – H2OBX Water Park

8526 Caratoke Highway-PIN# 0124000137L0000

Powells Point, Currituck County, NC

Comments: \_\_\_\_\_

Bay Disposal would like to  
offer our support on your  
exciting addition to your  
park. If there is anything  
you need from us, please  
reach out.



**Pamela Marlowe**  
SITE MANAGER

Cell 252-455-4103

pamela.marlowe@wasteconnections.com

8546 Caratoke Hwy. • Powells Point, NC 27966

Contact Information: \_\_\_\_\_

Pamela Marlowe - Site Manager -  
252-455-4103

## **EXHIBIT 5 : Letters to Property Owners**

8556 E CARATOKE HWY LLC		8556 CARATOKE HWY	POWELLS POINT	NC 27966
ARF HOLDINGS LLC	C/O CAROLINA CUSTOM CABINETS	PO BOX 252	KITTY HAWK	NC 27
ATLANTIC OBX INC		PO BOX 2560	KITTY HAWK	NC 27
BAY DISPOSAL PROPERTY HOLDINGS LLC	C/O WASTE CONNECTIONS US INC	3 WATERWAY SQUARE PLACE, STE 110	SPRING	TX 77
BRISBON, ERNESTINE		8537 CARATOKE HWY	POWELLS POINT	NC 27
CK CARROLL LLC		8474 CARATOKE HWY, UNIT 202	POWELLS POINT	NC 27
CURRITUCK CO. DEVELOPMENT DEPART.	PLANNING DIVISION - KEVIN KEMP	153 COURTHOUSE ROAD, SUITE 110	CURRITUCK	NC 27
DOUDS, ANDREW JOSEPH		122 LUCINDA LN	POWELLS POINT	NC 27
DUNSTAN, GARLAND H. JR.		PO BOX 402	KITTY HAWK	NC 27
FERGUSON ENTERPRISES INC		751 LAKEFRONT COMMONS	NEWPORT NEWS	VA 23
GB INVESTMENT GROUP LLC		345 JARVISBURG RD	JARVISBURG	NC 27
GREEN ACRES LAND DEVELOPMENT		PO BOX 332	POWELLS POINT	NC 27
GRIFFIN, HENRY N		223 SCUPPERNONG RD	MANTEO	NC 27
GRIGGS & COMPANY HOMES INC		PO BOX 125	POINT HARBOR	NC 27
GRIGGS, MINNIE S ESTATE		PO BOX 154	HARBINGER	NC 27
H2OBX LLC		13 GREEN MOUNTAIN DR	COHOES	NY 12
HALL FAMILY LTD PARTNERSHIP NO 2 & 3		PO BOX 130	PORTSMOUTH	VA 23
HERNANDEZ-SALAZAR, JOAQUIN	HERNANDEZ, TANESHA	PO BOX 854	CARRBORO	NC 27
HERRING, PRISCILLA J & WILLIE M HERRING	C/O CARLTON POWELL	245 FERNWOOD FARMS RD	CHESAPEAKE	VA 23
JONES, JAMES H JR	OVERTON, MARY ELIZABETH JOHNSON	945 LEGACY LNDG APT 211	VIRGINIA BEACH	VA 23
KITTY HAWK IRON AND STEEL		PO BOX 40	HARBINGER	NC 27
LASSITER, BRENDA RUMCIK TRUSTEE		PO BOX 93	HARBINGER	NC 27
NEWBERN, JEFFREY A		PO BOX 67	HARBINGER	NC 27
NORFOLK & CAROLINA TEL. & TEL. CO.	PROPERTY TAX DEPT	PO BOX 12913	SHAWNEE MISSION	KS 66
NORRIS, HERSEY B		PO BOX 217	HARBINGER	NC 27
OUTER BANKS BREWING LLC		PO BOX 2584	KILL DEVIL HILLS	NC 27
PATTON, FLOYD JACKSON IV		849 SEAHAWK CIR	VIRGINIA BEACH	VA 23
PINEY GROVE CHURCH		8482 CARATOKE HWY	POWELLS POINT	NC 27
RAVA DEVELOPMENTS LLC		PO BOX 3009	KITTY HAWK	NC 27
SAMPAT BLDG #200 OWNERS ASSOC	C/O CK CARROLL LLC	8443-F CARATOKE HWY	POWELLS POINT	NC 27
SIEVER, JERRY W	SIEVER, SANDRA D	154 LUCINDA LANE	POWELLS POINT	NC 27
SMALL GROUP PROPERTIES LLC		113 BALLAST ROCK DRIVE	POWELLS POINT	NC 27
SPENCER, MATTHEW J	SPENCER, SARAH R	5012 RADCLIFF CT	KITTY HAWK	NC 27
THE LAMPE RESERVES INC		618 N BOYLAN AVE, SUITE 1024	RALEIGH	NC 27
WAGNER, SALLY C	WEINFURTHUR, DEANA	102 AZALEA LN	POWELLS POINT	NC 27





Quible & Associates, P.C.

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SINCE 1959

P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

8556 E CARATOKE HWY LLC  
8556 CARATOKE HWY  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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The purpose of the meeting is to inform the community of H2OBX, LLC's intention to apply for a Conditional Rezoning of C-GB & GB to allow for campgrounds at H2OBX Water Park. The subject parcel is identified as Parcel Number 0124000137L0000 and is located on Highway 158 at 8526 Caratoke Highway in Powells Point, Currituck County.

The Applicant proposes to construct campgrounds and associated improvements on parcel number 124000137L0000.

All persons having an interest in this matter are invited to attend the informational meeting. We appreciate attendees honoring the CDC guidance that is in place at the time of the meeting. Further information regarding the proposed Conditional Rezoning may be obtained by contacting Michael Strader of Quible & Associates, P.C. by phone at 252-491-8147 or by email at [mstrader@quible.com](mailto:mstrader@quible.com).

Sincerely,  
**Quible & Associates. P.C.**

Michael W. Strader, Jr., P.E.

Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



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February 10, 2022

ARF HOLDINGS LLC  
PO BOX 252  
KITTY HAWK, NC 27949

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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Sincerely,  
**Quible & Associates, P.C.**

  
Michael W. Strader, Jr., P.E.

Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



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web: quible.com

February 10, 2022

ATLANTIC OBX INC  
PO BOX 2560  
KITTY HAWK, NC 27949

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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**Quible & Associates, P.C.**

  
Michael W. Strader, Jr., P.E.

Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))





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February 10, 2022

BAY DISPOSAL PROPERTY HOLDINGS LLC  
3 WATERWAY SQUARE PLACE, STE 110  
SPRING, TX 77380

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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Michael W. Strader, Jr., P.E.

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H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



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February 10, 2022

BRISBON, ERNESTINE  
8537 CARATOKE HWY  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))





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February 10, 2022

CK CARROLL LLC  
8474 CARATOKE HWY, UNIT 202  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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February 10, 2022

CURRITUCK CO. DEVELOPMENT DEPART.  
153 COURTHOUSE ROAD, SUITE 110  
CURRITUCK, NC 27929

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))





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February 10, 2022

DOUDS, ANDREW JOSEPH  
122 LUCINDA LN  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



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Kitty Hawk, NC 27949  
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Fax: 252-491-8146  
web: quible.com

February 10, 2022

DUNSTAN, GARLAND H. JR.  
PO BOX 402  
KITTY HAWK, NC 27949

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Michael W. Strader, Jr., P.E.

Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))





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web: quible.com

February 10, 2022

FERGUSON ENTERPRISES INC  
751 LAKEFRONT COMMONS  
NEWPORT NEWS, VA 23602

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



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Kitty Hawk, NC 27949  
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web: quible.com

February 10, 2022

GB INVESTMENT GROUP LLC  
345 JARVISBURG RD  
JARVISBURG, NC 27947

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))





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Fax: 252-491-8146  
web: quible.com

February 10, 2022

GREEN ACRES LAND DEVELOPMENT  
PO BOX 332  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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February 10, 2022

GRIFFIN, HENRY N  
223 SCUPPERNONG RD  
MANTEO, NC 27954

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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web: quible.com

February 10, 2022

GRIGGS & COMPANY HOMES INC  
PO BOX 125  
POINT HARBOR, NC 27964

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Sincerely,  
**Quible & Associates, P.C.**

Michael W. Strader, Jr., P.E.

Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



Quible & Associates, P.C.

ENGINEERING • ENVIRONMENTAL SCIENCES • PLANNING • SURVEYING  
SINCE 1959

P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

GRIGGS, MINNIE S ESTATE  
PO BOX 154  
HARBINGER, NC 27941

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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Currituck County Planning, Attn: Tammy Glave

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Kitty Hawk, NC 27949  
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Fax: 252-491-8146  
web: quible.com

February 10, 2022

H2OBX LLC  
13 GREEN MOUNTAIN DR  
COHOES, NY 12047

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

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Kitty Hawk, NC 27949  
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Fax: 252-491-8146  
web: quible.com

February 10, 2022

HALL FAMILY LTD PARTNERSHIP NO 2 & 3  
PO BOX 130  
PORTSMOUTH, VA 23705

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))





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Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

HERNANDEZ-SALAZAR, JOAQUIN  
PO BOX 854  
CARRBORO, NC 27510

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

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Kitty Hawk, NC 27949  
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Fax: 252-491-8146  
web: quible.com

February 10, 2022

HERRING, PRISCILLA J & WILLIE M HERRING  
245 FERNWOOD FARMS RD  
CHESAPEAKE, VA 23320

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

JONES, JAMES H JR  
945 LEGACY LNDG APT 211  
VIRGINIA BEACH, VA 23464

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

KITTY HAWK IRON AND STEEL  
PO BOX 40  
HARBINGER, NC 27941

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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Currituck County Planning, Attn: Tammy Glave

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P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

LASSITER, BRENDA RUMCIK TRUSTEE  
PO BOX 93  
HARBINGER, NC 27941

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Michael W. Strader, Jr., P.E.

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H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



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P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

NEWBERN, JEFFREY A  
PO BOX 67  
HARBINGER, NC 27941

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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Fax: 252-491-8146  
web: quible.com

February 10, 2022

NORFOLK & CAROLINA TEL. & TEL. CO.  
PO BOX 12913  
SHAWNEE MISSION, KS 66212

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

NORRIS, HERSEY B  
PO BOX 217  
HARBINGER, NC 27941

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

OUTER BANKS BREWING LLC  
PO BOX 2584  
KILL DEVIL HILLS, NC 27948

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

PATTON, FLOYD JACKSON IV  
849 SEAHAWK CIR  
VIRGINIA BEACH, VA 23451

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

PINEY GROVE CHURCH  
8482 CARATOKE HWY  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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All persons having an interest in this matter are invited to attend the informational meeting. We appreciate attendees honoring the CDC guidance that is in place at the time of the meeting. Further information regarding the proposed Conditional Rezoning may be obtained by contacting Michael Strader of Quible & Associates, P.C. by phone at 252-491-8147 or by email at [mstrader@quible.com](mailto:mstrader@quible.com).

Sincerely,  
**Quible & Associates, P.C.**

Michael W. Strader, Jr., P.E.

Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



Quible & Associates, P.C.

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SINCE 1959

P.O. Drawer 870  
Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

RAVA DEVELOPMENTS LLC  
PO BOX 3009  
KITTY HAWK, NC 27949

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

Dear Property Owner(s),

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February 10, 2022

SAMPAT BLDG #200 OWNERS ASSOC  
8443-F CARATOKE HWY  
POWELLS POINT, NC 27966

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Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Fax: 252-491-8146  
web: quible.com

February 10, 2022

SIEVER, JERRY W  
154 LUCINDA LANE  
POWELLS POINT, NC 27966

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Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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Kitty Hawk, NC 27949  
Phone: 252-491-8147  
Fax: 252-491-8146  
web: quible.com

February 10, 2022

SMALL GROUP PROPERTIES LLC  
113 BALLAST ROCK DRIVE  
POWELLS POINT, NC 27966

Re: Notice of Community Meeting  
Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Fax: 252-491-8146  
web: quible.com

February 10, 2022

SPENCER, MATTHEW J  
5012 RADCLIFF CT  
KITTY HAWK, NC 27949

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Conditional Rezoning - H2OBX Water Park  
Powells Point, Currituck County, NC

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Currituck County Planning, Attn: Tammy Glave

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Kitty Hawk, NC 27949  
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Fax: 252-491-8146  
web: quible.com

February 10, 2022

THE LAMPE RESERVES INC  
618 N BOYLAN AVE, SUITE 1024  
RALEIGH, NC 27603

Re: Notice of Community Meeting  
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Powells Point, Currituck County, NC

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February 10, 2022

WAGNER, SALLY C  
102 AZALEA LN  
POWELLS POINT, NC 27966

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Cc file  
H2OBX, LLC  
Currituck County Planning, Attn: Tammy Glave

Attachment: 5 P15004 Community Meeting Report-reduced (PB 22-06 H2OBX (Campground))



**SURVEYOR'S CERTIFICATE**

I, JOHN M. HIRDLE, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (SEE NOTES); THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN (SEE ADDITIONAL REFERENCES IN NOTES); THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS 2-CENTIMETERS; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

CLASS OF SURVEY: CLASS A  
POSITIONAL ACCURACY: 2-CENTIMETERS  
TYPE OF GPS FIELD PROCEDURE: RTK  
DATES OF SURVEY: NOVEMBER 2021  
DATUM/EPOCH: NC GRID - NAD 83 / EPOCH 2011  
INSTRUMENT/CONTROL USE: NC GPS RTN  
GEOID MODEL: 2018  
COMBINATION GRID FACTOR(S): 0.99999041  
UNITS: US SURVEY FEET

THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 1ST DAY OF FEBRUARY, 2022.

JOHN M. HURDLE PLS NC L-5204

NO APPROVAL REQUIRED

*[Signature]*

PLANNING DIRECTOR

DATE *2/1/2022*

REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA

COUNTY OF CURRITUCK

**Tammy G. Gove**

I, **TAMMY G. GOVE**, REVIEW OFFICER OF CURRITUCK COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS THE STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

NOTES:  
1. CURRENT OWNERS: H2OBX LLC,  
13 GREEN MOUNTAIN DR  
COHUES, NY 12047

4. FIELD SURVEY DATES: 03/2016 - 01/2017, 11/17/21 & 11/30/21.

5. HORIZONTAL DATUM IS NAD 83(2011), VERTICAL DATUM IS NAVD 88. ALL DISTANCES ARE HORIZONTAL GROUND AND US SURVEY FEET.

7. THIS SURVEY SUBJECT TO ANY FACTS, INCLUDING BUILDING SETBACK RESTRICTIONS, EASEMENTS, COVENANTS, ETC., THAT MAY BE REVEALED BY A FULL AND ACCURATE TITLE SEARCH

**LEGEND:**

- - EXISTING CONCRETE MONUMENT, ECH
- - EXISTING IRON PIPE, EIP
- - EXISTING IRON ROD, EIR

NF  
GB INVESTMENT GROUP, LLC  
DB 1B72 PG 517  
RESIDUAL PARCEL  
PC '07' SL 04



CURVE TABLE			
CURVE#	LENGTH	RADIUS	CHD LENGTH
C1	10.482'	2024.85'	10.482'
C2	06.14'	2024.79'	5 28° 43' 41" E
C3	202.44'	2024.79'	5 26° 23' 12" E
C4	154.35'	2024.79'	5 30° 05' 49" E
C5	202.31'	2024.79'	5 30° 05' 10" E
C6	80.28'	2024.79'	5 38° 41' 50" E
			5 41° 10' 10" E

# RECOMBINATION PLAT

**H2OBX WATERPARK**  
**H2OBX LLC**

NORTH CAROLINA

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SHALL NOT BE USED FOR  
CONSTRUCTION, RECORDATION, SALES  
OR LAND CONVEYANCES, UNLESS  
OTHERWISE NOTED.

**Quible** *SINCE 1959*

---

**& Associates, P.C.**

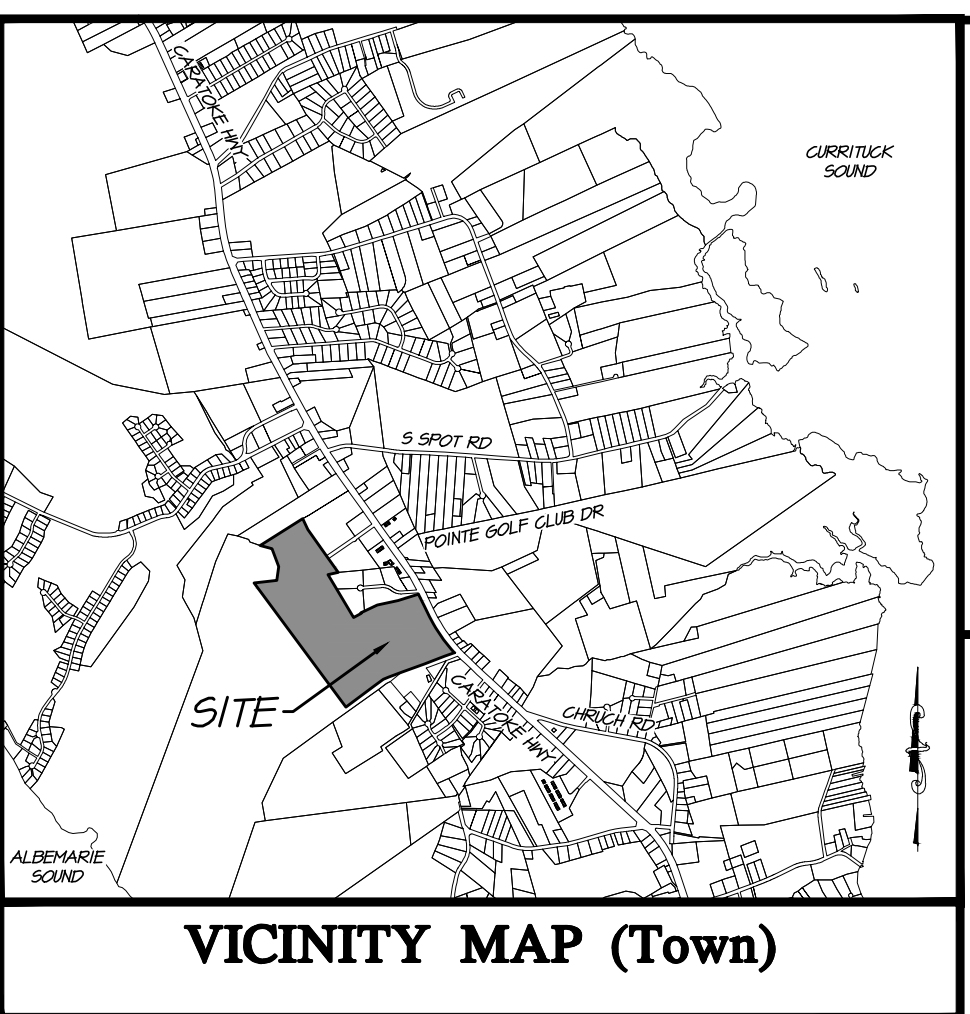
ENGINEERING\*\* \* CONSULTING \* PLANNING  
ENVIRONMENTAL SCIENCES \* SURVEYING\*\*  
ENGINEERING/SURVEYING NOT OFFERED AT BLACK MTN. OFFICE\*\*

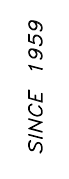
8466 CARATOKE HWY  
BLDG 400  
POWELL'S POINT, NC 27966  
Phone: (252) 481-8147

SUITE B  
BLACK MOUNTAIN, NC 28711  
Phone: (828) 357-5148

90 CHURCH STREET







**Michael J. Quible**  
Professional Engineer  
License No. 10000  
State of California

NC License# C-00208  
SINCE 1959

# Quible

## & Associates, P.C.

CONCRETE FINISHING  
ENGINEERING

CONCRETE FINISHING  
ENVIRONMENTAL SERVICES

CONCRETE FINISHING  
SURVEYING

ENGINEERING/SURVEYING NOT OFFERED AT BLACK Mtn. OFFICE

8466 CARSTONE HWY.  
POWELL'S POINT, IN 27966

ADMINISTRATIVE: 800-445-2222  
ADMINISTRATIVE: 800-445-2222  
ADMINISTRATIVE: 800-445-2222

900 CHURCH STREET  
BLACK MOUNTAIN, NC 28711

ADMINISTRATIVE: 800-445-2222  
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800-445-2222

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[illegible]

EXISTING BASE DISTRICTS ZONING

**H2OBX LLC**  
**8526 CARATOKE HIGHWAY**

POPLAR BRANCH MI TOWNSHIP CURRITUCK COUNTY NORTH CAROLINA

PROJECT NO.	P15004
DESIGNED BY	WDE
DRAWN BY	QAT/JJC
CHECKED BY	WDE
ISSUE DATE	02/22/22

SHEET NO.  
**1**  
OF 1 SHEETS



## Conditional Rezoning Application

### OFFICIAL USE ONLY:

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

### Contact Information

#### APPLICANT:

Name: H2OBX LLC  
 Address: 13 Green Mountain Dr  
Cohoes, NY 12047  
 Telephone: 518-369-2422  
 E-Mail Address: kene@aquaticgroup.com

#### PROPERTY OWNER:

Name: H2OBX LLC  
 Address: 13 Green Mountain Dr  
Cohoes, NY 12047  
 Telephone: 518-369-2422  
 E-Mail Address: kene@aquaticgroup.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: same

### Property Information

Physical Street Address: 8526 Caratoke Highway  
 Location: Powells Point  
 Parcel Identification Number(s): 0124000137L0000  
 Total Parcel(s) Acreage: 96.77 acres  
 Existing Land Use of Property: Water park, and undeveloped land area

### Request

Current Zoning of Property: C-GB and GB Proposed Zoning District: C-GB

### Community Meeting

Date Meeting Held: 2/22/2022 Meeting Location: 8466 Caratoke Hwy,  
Bldg 400, Powells Pont, NC 27966

Attachment: 8 P15004-ConditionalRezoningApplication2022-02-24 (PB 22-06 H2OBX (Campground))



**Conditional Rezoning Request**

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

**Proposed Use(s):**

Development of an outdoor water park with ability to add additional outdoor and indoor entertainment features (adventure course etc.)

associated infrastructure and amenities to include restaurants, water slides, climbing towers, private campground

and all associated stormwater, wastewater treatment and disposal, parking and any other site elements as required

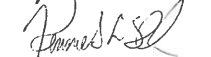
by County, State and Federal regulations.

**Proposed Zoning Condition(s):**

All proposed development will be consistent with and currently allowed within GB zoning.

An application has been duly filed requesting that the property involved with this application be rezoned from:  
C-GB; GB to: C-GB

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the conceptual development plan, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.



Property Owner (s)

02/23/22

Date

**NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.**





**STAFF REPORT**  
**PB 22-10 NC BEACH BUGGY, LLC**  
**USE PERMIT**  
**BOARD OF COMMISSIONERS**  
**JULY 18, 2022**

Attachment: NC BEACH BUGGIES STAFF REPORT (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

### APPLICATION SUMMARY

<b>Property Owner:</b> 5752 Caratoke Highway, LLC	<b>Applicant:</b> NC Beach Buggy, LLC
<b>Case Number:</b> PB 22-10	<b>Application Type:</b> Use Permit
<b>Parcel Identification Number:</b> 0084000030E0000	<b>Existing Use:</b> Vacant
<b>Land Use Plan Classification:</b> Limited Service	<b>Parcel Size (Acres):</b> 10.01 Acres
<b>Request:</b> Use Permit – Automobile Sales and Rental	<b>Zoning:</b> General Business

### SURROUNDING PARCELS

	Land Use	Zoning
North	Vacant	General Business
South	Vacant	General Business
East	Vacant	General Business
West	Vacant	Agriculture

### APPLICANT NARRATIVE

The purpose of the project is to build a showroom to showcase and sell low speed vehicles to the public.

### STAFF ANALYSIS

The applicant is requesting a use permit to establish a low-speed electric vehicle sales business in the General Business (GB) zoning district. This project previously received Major Site Plan approval as a retail use for golf cart sales. Subsequently, the applicant decided to include sales of low-speed vehicles which requires a use permit when located in the General Business zoning district. The use will be established in a new building that has been approved through Major Site Plan review but has yet to be constructed.

### COMMUNITY MEETING

A community meeting was held on April 20, 2022, at 5:30 pm at the subject property. No one from the community attended the meeting. Only the applicant and county staff were present. A summary of the community meeting is provided in the packet.

### INFRASTRUCTURE

Water	Public
Sewer	Septic
Landscaping	Landscaping will be installed according to the approved major site plan.

**RECOMMENDATIONS****TECHNICAL REVIEW COMMITTEE**

The Technical Review Committee recommends **adoption** of the use permit subject to the following conditions of approval:

- 1) The application complies with all applicable review standards of the UDO provided the following outstanding items are addressed:
  - a. *The building design shall meet the requirements of the UDO*
- 2) The conditions of approval necessary to ensure compliance with the review standards of the UDO and to prevent or minimize adverse effects of the development application on surrounding lands include:
  - a. *The applicant shall work with staff to modify building elevations to preserve the aesthetics of the Corridor.*

**USE PERMIT REVIEW STANDARDS**

**A use permit shall be approved on a finding that the applicant demonstrates the proposed use will meet the below requirements. It is staff's opinion that the evidence in the record, prepared in absence of testimony presented at a public hearing, supports the preliminary findings.**

*The use will not endanger the public health or safety.*

Preliminary Applicant Findings:

1. The use will not be a danger to the public health or safety. The applicant will be installing a new fire hydrant. The business consists of sales and rental of low-speed electric vehicles so there will be no associated fuel storage.

*The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.*

Preliminary Applicant Findings:

1. The use will not injure the value of adjoining or abutting lands and is in harmony with the other buildings and uses adjacent to the parcel.

*The use will be in conformity with the Land Use Plan or other officially adopted plans.*

Preliminary Staff Findings:

1. The 2006 land Use Plan classifies this site as Limited Service within the Aydlott-Waterlilly-Churches Island Subarea.
2. The proposed use is in keeping with the policies of the plan, including Policies ED1 and ED4.

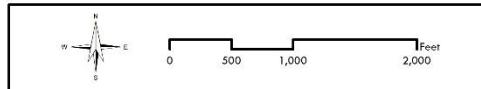
*The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.*

Preliminary Staff Findings:

The use will have no effect on Currituck County Schools. The county has adequate public facilities to support this use. There will be no effect on the school system. Currituck County has adequate public facilities to serve this use.

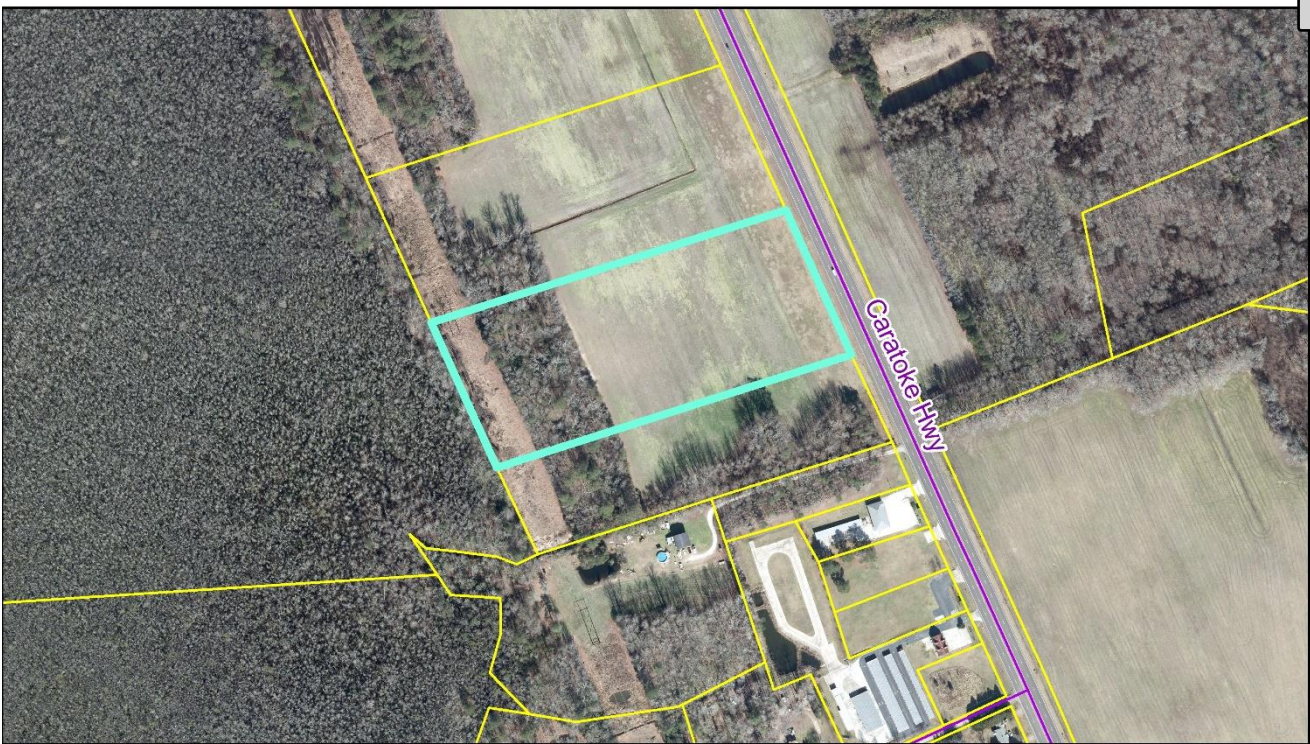


NC Beach Buggy, LLC  
5670 Caratoke Hwy  
Vicinity



Currituck County  
Planning and Community  
Development

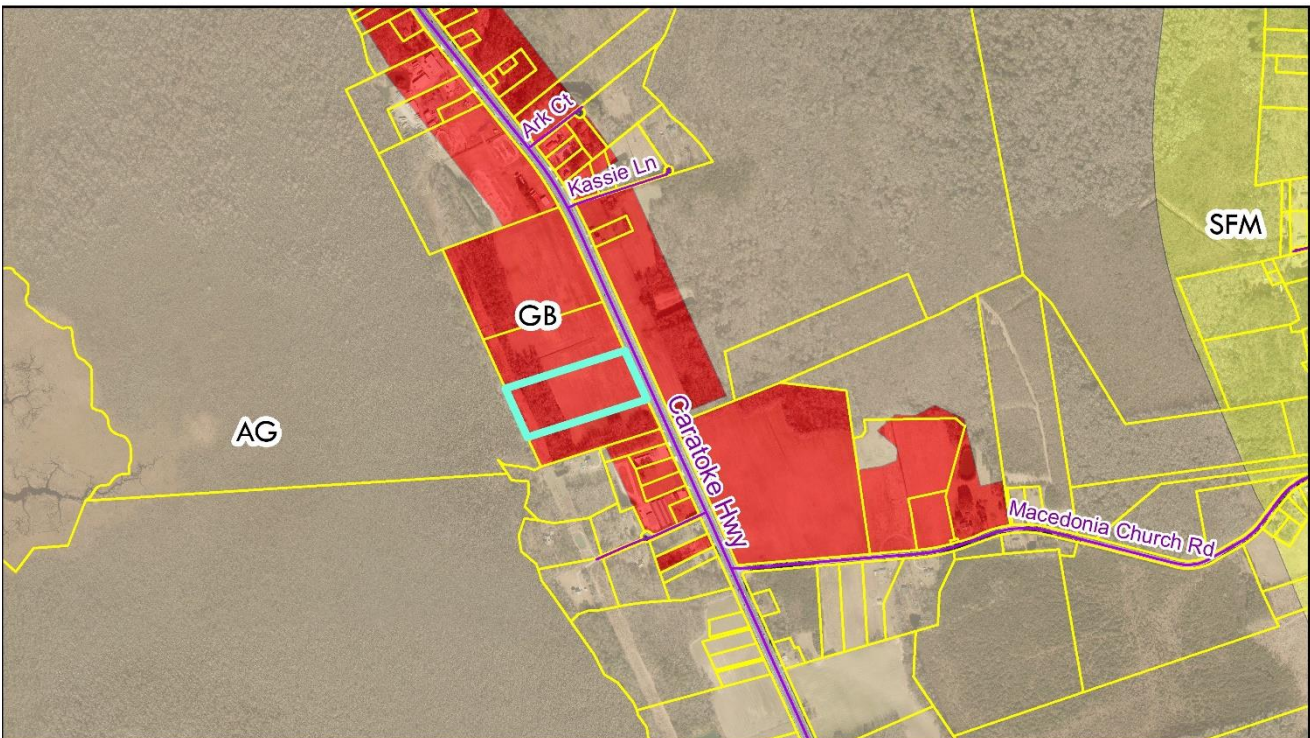




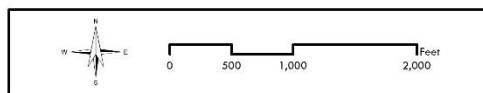
NC Beach Buggy, LLC  
5670 Caratoke Hwy  
Aerial



Currituck County  
Planning and Community  
Development

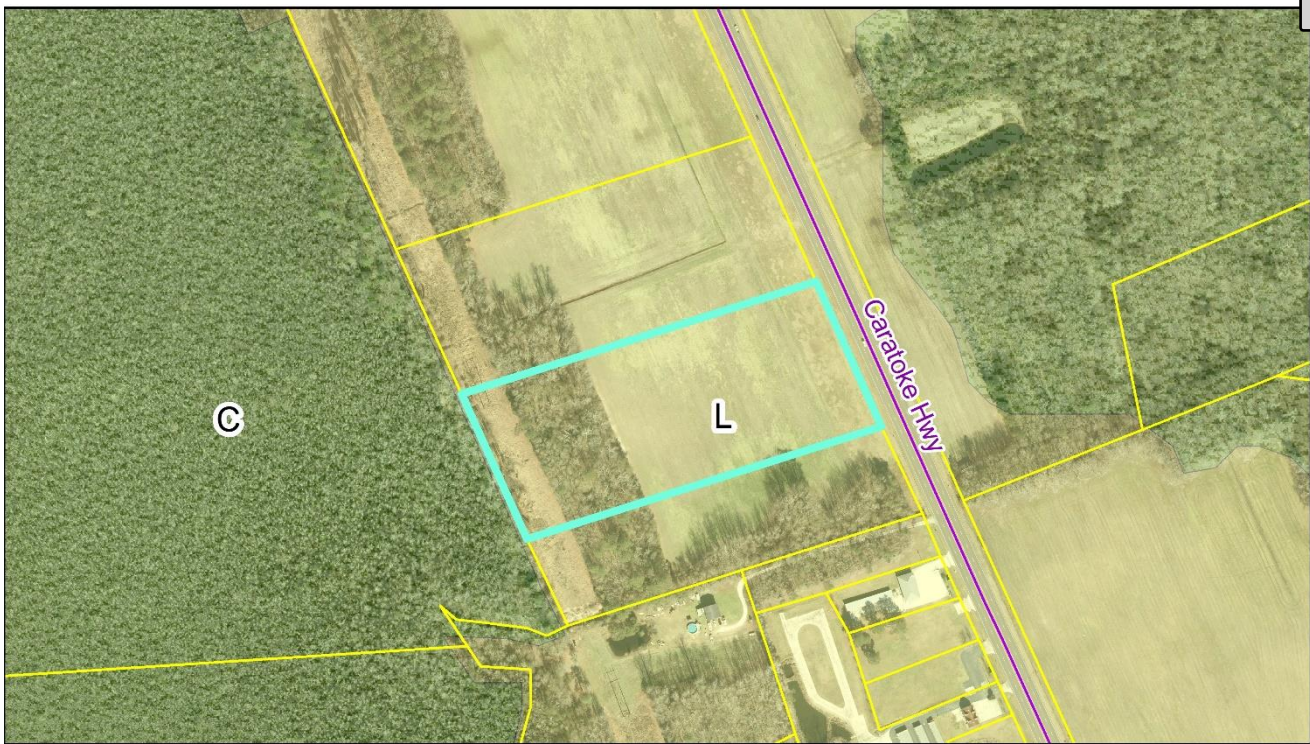


NC Beach Buggy, LLC  
5670 Caratoke Hwy  
Zoning

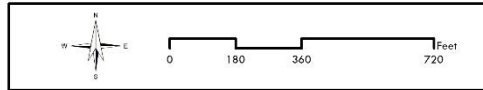


Currituck County  
Planning and Community  
Development



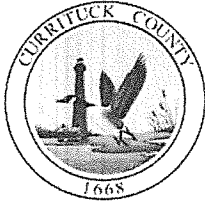


NC Beach Buggy, LLC  
5670 Caratoke Hwy  
LUP Classes



Currituck County  
Planning and Community  
Development

THE APPLICATION AND RELATED MATERIALS ARE AVAILABLE ON THE COUNTY'S WEBSITE  
Board of Commissioners: [www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm](http://www.co.currituck.nc.us/board-of-commissioners-minutes-current.cfm)



## Use Permit Application

### OFFICIAL USE ONLY:

Case Number: \_\_\_\_\_  
 Date Filed: \_\_\_\_\_  
 Gate Keeper: \_\_\_\_\_  
 Amount Paid: \_\_\_\_\_

### Contact Information

#### APPLICANT:

Name: NC Beach Buggy, LLC  
 Address: 200 N. Main St.  
Suffolk, VA 23434  
 Telephone: (252) 260-5700  
 E-Mail Address: brandon@ncbeachbuggies.com

#### PROPERTY OWNER:

Name: 5752 Caratoke Highway, LLC  
 Address: 200 N. Main St.  
Suffolk, VA 23434  
 Telephone: (757) 416-4744  
 E-Mail Address: justin@bushtaylor.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Landlord/Tenant

### Property Information

Physical Street Address: 5670 Caratoke Highway, Poplar Branch, NC 27965

Location: 5670 Caratoke Highway, Poplar Branch, NC 27965

Parcel Identification Number(s): 0084000030E0000

Total Parcel(s) Acreage: 10.01

Existing Land Use of Property: vacant land

### Request

Project Name: NC Beach Buggy auto dealership

Proposed Use of the Property: Auto sales (low speed electric vehicles).

Deed Book/Page Number and/or Plat Cabinet/Slide Number: BK 1563 PF #868-870 (3)

Total square footage of land disturbance activity: 2,885 (all structures and parking lot)

Total lot coverage: 5668.28

Total vehicular use area: 3500

Existing gross floor area: 0

Proposed gross floor area: 1400

### Community Meeting

Date Meeting Held: April 20, 2022 @ 5:30pm

Meeting Location: 5760 Caratoke Hwy Poplar Branch, NC 27965



Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): \_\_\_\_\_  
 The purpose of the project is to build a showroom to showcase and sell low speed electric vehicles to the public.

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.

The use will not endanger the public health or safety.

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

The use will not injure the value of any adjoining or abutting and is in harmony with the other buildings and uses adjacent to the parcel.

C. The use will be in conformity with the Land Use Plan or other officially adopted plan.

Yes the use will be in conformity with the plans.

D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Yes. The use will not exceed any of these community services.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Justin Bush NC BEACH BUGGY LLC  
 Property Owner(s)/Applicant\* JUSTIN BUSH Member

April 24, 2022

Date

\*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.

Use Permit Application

Page 6 of 8

Revised 7/1/2019

Attachment: NC BEACH BUGGIES-APPLICATION (PB 22-10 Beach Buggy, LLC- Use Permit request for Auto Sales and Rental)

### Use Permit Conceptual Plan Design Standards Checklist

The table below depicts the design standards of the use permit application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

## Use Permit

### Conceptual Plan Design Standards Checklist

Date Received: \_\_\_\_\_

TRC Date: \_\_\_\_\_

Project Name: NC Beach Buggy auto dealership

Applicant/Property Owner: NC Beach Buggy LLC / 5752 Caratoke Highway, LLC

Use Permit Conceptual Plan Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	
7	Approximate location of the following existing site features and infrastructure within the property and within 50' of the existing property lines: Pedestrian circulation, vehicular use areas, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	
8	Approximate location of the following proposed site features and infrastructure: Structures and usages, parking and circulation plan (including streets, drives, loading and service areas parking layout and pedestrian circulation features), fences and walls, exterior lighting, drainage patterns and facilities intended to serve the development, landscape buffers and screening, and riparian buffers.	
9	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
10	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
11	Sight distance triangles.	
12	Proposed common areas, open space set-asides, and required buffers.	
13	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	

**Use Permit Submittal Checklist**

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

## Use Permit Submittal Checklist

Date Received: \_\_\_\_\_

TRC Date: \_\_\_\_\_

Project Name: NC Beach Buggy auto dealershipApplicant/Property Owner: NC Beach Buggy LLC / 5752 Caratoke Highway, LLC**Use Permit Submittal Checklist**

1	Complete Use Permit application	
2	Application fee (\$300)	
3	Community meeting written summary	
4	Conceptual plan, if applicable	
5	Architectural elevations, if applicable	
6	2 copies of plans	
7	2 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

**For Staff Only****Pre-application Conference**

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

\_\_\_\_\_

\_\_\_\_\_

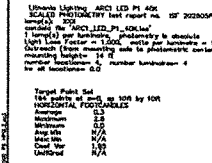
**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





NC Beach Buggy LLC  
Community Meeting Notes

Meeting was held at:  
5760 Caratoke Hwy, Poplar Branch, NC 27965  
April 20, 2022

Meeting Began at 5:30pm.

Brandon Reed with NC Beach Buggy LLC, Jason Litteral and Savannah Newbern with Currituck County were the only attendees.

No Questions or concerns were raised.

The meeting ended at 5:45 pm.

# Community Meeting

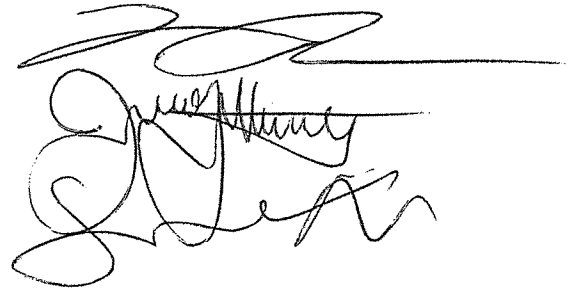
April 20 2022

5:30 PM

## Attendance

Name	phone
Brandon Reed	757-286-5363
JASON LITTERAL	252-232-6052
Savannah Newbern	252-232-6066

Sign







## Currituck County

Planning and Community Development Department  
*Planning Division*  
 153 Courthouse Road, Suite 110  
 Currituck, North Carolina, 27929  
 252-232-3055 FAX 252-232-3026

To: Board of Commissioners

From: Planning Staff

Date: June 21, 2022

Subject: PB 22-07 Currituck County Text Amendment  
 Campgrounds – Minor Corrections

The enclosed text amendment, submitted by Planning Staff, provides minor corrections to the recently adopted campground language.

### **BACKGROUND**

In February 2022, the Board of Commissioners approved Text Amendment PB 21-29 to allow new campgrounds as a permitted use with conditional zoning approval. After implementation of this new language, minor grammar and reference issues were encountered by staff. This text amendment corrects the inconsistencies.

- Item 1      **Changes to UDO Section 4.2.4.J Visitor Accommodations**  
 For consistency with UDO verbiage - eliminates the word “facilities” in relation to infrastructure for consistency with current UDO language and the definition of infrastructure.; clarifies that campground driveways accessing a major arterial street shall meet Section 5.6.7. Driveway and Access standards and are exempt from increased setback requirements associated with new campgrounds.  
 Corrects a section reference number.
  
- Item 2      **Changes to UDO Section 8.2.6 Nonconforming Campgrounds**  
 Clarifies that campgrounds in existence prior to January 1, 2013 are considered nonconforming unless conditionally rezoned.
  
- Item 3      **Changes to UDO Section 10.5 Definitions**  
 Grammar change to definition of Alternative Camping Unit.

### **Text Amendment Review Standards**

The advisability of amending the text of the UDO is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny the proposed text amendment, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the proposed text amendment:

1. Is consistent with the goals, objectives, and policies of the Land Use Plan and other applicable county-adopted plans;
2. Is not in conflict with any provision of this Ordinance or the County Code of Ordinances;

3. Is required by changed conditions;
4. Addresses a demonstrated community need;
5. Is consistent with the purpose and intent of the zoning districts in this Ordinance, or would improve compatibility among uses and ensure efficient development within the county;
6. Would result in a logical and orderly development pattern; and
7. Would not result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

### **Staff Recommendation**

Planning staff recommends approval of the request as submitted and suggests the following statement of Consistency and Reasonableness:

The requested zoning text amendment is consistent with the goals, objectives, and policies of the 2006 Land Use Plan including:

**Land Use and Development Goal # 10** To properly distribute development forms in accordance with the suitability of the land, infrastructure available and the compatibility of surrounding land uses.

**Policy ED 1:** NEW AND EXPANIDNG INDUSTRIES AND BUSINESSES should be especially encouraged that: 1) diversify the local economy, 2) train and utilize a more highly skilled labor force, and 3) are compatible with the environmental quality and natural amenity-based economy of Currituck County.

The request is reasonable and in the public interest by correcting and clarifying language recently implemented in the Unified Development Ordinance.

### **Planning Board Recommendation**

On June 14, 2022, the Planning Board approved PB 22-07 Currituck County Text Amendment.

**Motion:** Mr. Corbell moved to approve PB 22-07 because the request is consistent with Land Use and Development Goal #10 and Policy ED1 of the 2006 Land Use Plan and the request is reasonable and in the public interest by correcting and clarifying language recently implemented in the Unified Development Ordinance. Mr. Bass seconded the motion and the motion carried unanimously, 6-0.



**PB 22-07 CURRITUCK COUNTY  
TEXT AMENDMENT  
CAMPGROUNDS-MINOR CORRECTIONS  
BOARD OF COMMISSIONERS  
JULY 5, 2022**

Amendment to the Unified Development Ordinance Chapter 4: Use Standards, Chapter 5: Development Standards, and Chapter 10: Definitions and Measurements, to add private campgrounds as an allowable use.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4, Section 4.2.4.J. is amended by adding the following underlined language and deleting the struck-through language and renumbering accordingly:

**(3) Private Campgrounds**

Private campgrounds shall comply with all applicable standards in the county Code of Ordinances and the following standards:

- (a) Camping is an allowed use of land only in campgrounds and camper subdivisions.
- (b) All land used for the campground must be one parcel and under the same ownership.
- (c) Campgrounds shall be accessed from a major arterial street.
- (d) The minimum parcel size for a campground shall be 50 acres.
- (e) No campground shall be located within 5 miles from another campground as measured from exterior property lines of the campgrounds.
- (f) The maximum number of campsites permitted for a campground shall be 500 and a campsite density not exceeding 12 campsites per acre of land, whichever is less. CAMA and 404 wetland areas shall not be included in the density calculation.
- (g) The application shall include a conceptual development plan. The conceptual development plan shall be in accordance with Section 3.6.5 and shall also include the following:
  - (i) Campsites, amenities, recreation areas and facilities, associated with campground use.



- (ii) General location and total square feet of storage areas for recreational vehicles, boats, watercraft, and all associated trailers only.
  - (A) Storage areas shall be used only by the owner of the facility, full-time employees, seasonal guests, or short-term guests.
  - (B) The storage areas shall not exceed five acres or 10 percent of the total area of the campground. CAMA and 404 Wetlands shall not be included in the calculation.
  - (C) All storage areas facing interior to the campground shall be screened by a minimum Type "B" buffer. Storage areas shall be screened from off-site views in accordance with Table 4.3.3.S, Outdoor Storage Screening.
- (iii) General location of all required and proposed infrastructure.
- (iv) All campsites, amenities, restroom, kitchen and laundry facilities, food service areas, recreation areas, camp stores, welcome centers, offices, parking areas and vehicular circulation areas (excluding driveways accessing a major arterial street) and infrastructure facilities shall be setback 100 feet from all property lines of the campground. The setback may be reduced by up to fifty feet from a property line, provided a Type "D" buffer is installed and maintained along all property lines where the setback is less than 100 feet. Driveways accessing a major arterial street shall meet the requirements of Section 5.6.7.
- (v) A Type "C" buffer shall be provided as a perimeter landscape buffer between campground projects and all adjacent properties, not separated from the property by a right-of-way greater than 20 feet in width, except as provided for in Section 4.2.4.J(10)(h)(iv) .3.g.iv.

**Item 2:** That Chapter 8 is amended by adding the following underlined language and deleting the struck-through language:

#### **8.2.6. Nonconforming Campgrounds**

~~Private campgrounds are not allowed as a principle use in Currituck County. All existing~~  
eCampgrounds existing on January 1, 2013 shall receive conditional rezoning approval to be a conforming use. Any campground without conditional rezoning approval shall be a

nonconforming use. Nonconforming campgrounds and campground subdivisions are nonconforming uses subject to the following standards:

**Item 3:** That Chapter 10 is amended by deleting the struck-through language and renumbering accordingly:

## 10.5 DEFINITIONS

### ALTERNATIVE CAMPING UNIT

A camping unit constructed of canvas or other similar materials, not to exceed 400 square feet in area, ~~to~~ intended to locate in a campground and used as temporary quarters for shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Alternative camping units shall be constructed for compliance with the applicable North Carolina Building Code and Section 7.4 of this ordinance. The unit may or may not include kitchen and restroom facilities. The term alternative camping unit includes terms such as yurts, eco-tents, safari tents or other similar names.

**Item 4:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 5:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

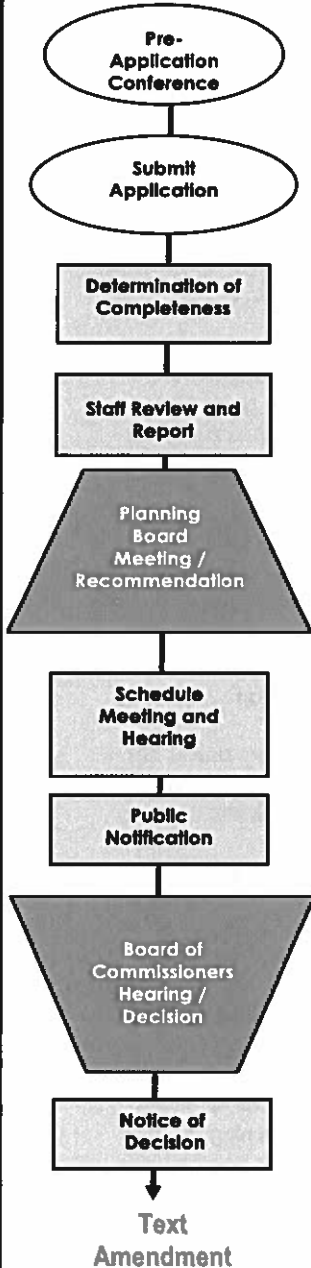
\_\_\_\_\_  
Leeann Walton  
Clerk to the Board







## Text Amendment Review Process



### Contact Information

Currituck County  
Planning and Community Development  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Phone: 252.232.3055  
Fax: 252.232.3026

Website: [www.co.currituck.nc.us/planning-community-development](http://www.co.currituck.nc.us/planning-community-development)

### Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated text amendment application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed text amendment, as it relates to the standards in the Unified Development Ordinance (UDO).

The applicant shall submit a written description of the nature and purpose of the text amendment to the Planning and Community Development Department during the pre-application conference.

### Step 2: Application Submittal and Acceptance

The applicant must submit a complete application pack on or before the application submittal date. Applications may be initiated by the Board of Commissioners, the Planning Boards, the Planning Director, the TRC, or any other interested party. A complete application packet consists of the following:

- Completed Currituck County Text Amendment Application.
- Application Fee (\$300)
- Number of Copies Submitted:
  - ☐ 2 Hard copies of ALL documents
  - ☐ 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all documents

On receiving an application, staff shall determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Incomplete applications will not be processed.

### Step 3: Staff Review and Action

After accepting the text amendment application, staff shall review it, prepare a written report, and provide a recommendation on the application. The recommendation may include a second option that will include text to address conflicts with the existing ordinance or adopted plans.

### Step 4: Advisory Body Review and Recommendation

After the staff prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then



## Text Amendment Application

OFFICIAL USE ONLY:

Case Number: PB22-07  
 Date Filed: 3/24/2022  
 Gate Keeper: JH  
 Amount Paid: \$

### Contact Information

#### APPLICANT:

Name: County of Currituck  
 Address: 153 Courthouse Road  
Currituck, NC 27929  
 Telephone: 252-232-6075  
 E-Mail Address: kevin.kemp@currituckcountync.gov

### Request

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) 4,8,10 Section(s) 4.2.4, 8.2.6, 10.5 as follows:

See attached.

\*Request may be attached on separate paper if needed.

Petitioner

Date

03/22/2022



## CURRITUCK COUNTY TEXT AMENDMENT CAMPGROUNDS-MINOR EDITS

Amendment to the Unified Development Ordinance Chapter 4: Use Standards, Chapter 8: Nonconformities, and Chapter 10: Definitions and Measurements, to clean up prior text amendment language regarding private campgrounds.

BE IT ORDAINED by the Board of Commissioners of the County of Currituck, North Carolina that the Unified Development Ordinance of the County of Currituck be amended as follows:

**Item 1:** That Chapter 4, Section 4.2.4.J. is amended by adding the following underlined language and deleting the struck-through language:

### **(3) Private Campgrounds**

Private campgrounds shall comply with all applicable standards in the county Code of Ordinances and the following standards:

- (a)** Camping is an allowed use of land only in campgrounds and camper subdivisions.
- (b)** All land used for the campground must be one parcel and under the same ownership.
- (c)** Campgrounds shall be accessed from a major arterial street.
- (d)** The minimum parcel size for a campground shall be 50 acres.
- (e)** No campground shall be located within 5 miles from another campground as measured from exterior property lines of the campgrounds.
- (f)** The maximum number of campsites permitted for a campground shall be 500 and a campsite density not exceeding 12 campsites per acre of land, whichever is less. CAMA and 404 wetland areas shall not be included in the density calculation.
- (g)** The application shall include a conceptual development plan. The conceptual development plan shall be in accordance with Section 3.6.5 and shall also include the following:
  - (i)** Campsites, amenities, recreation areas and facilities, associated with campground use.
  - (ii)** General location and total square feet of storage areas for recreational vehicles, boats, watercraft, and all associated trailers only.



- (A) Storage areas shall be used only by the owner of the facility, full-time employees, seasonal guests, or short-term guests.
- (B) The storage areas shall not exceed five acres or 10 percent of the total area of the campground. CAMA and 404 Wetlands shall not be included in the calculation.
- (C) All storage areas facing interior to the campground shall be screened by a minimum Type "B" buffer. Storage areas shall be screened from off-site views in accordance with Table 4.3.3.S, Outdoor Storage Screening.
- (iii) General location of all required and proposed infrastructure.
- (iv) All campsites, amenities, restroom, kitchen and laundry facilities, food service areas, recreation areas, camp stores, welcome centers, offices, and infrastructure facilities shall be setback 100 feet from all property lines of the campground. The setback may be reduced by up to fifty feet from a property line, provided a Type "D" buffer is installed and maintained along all property lines where the setback is less than 100 feet.
- (v) A Type "C" buffer shall be provided as a perimeter landscape buffer between campground projects and all adjacent properties, not separated from the property by a right-of-way greater than 20 feet in width, except as provided for in Section 4.2.4.J(10)(h)(iv) (3)(g)(iv).

**Item 2:** That Chapter 8 is amended by adding the following underlined language and deleting the struck-through language:

### **8.2.6. Nonconforming Campgrounds**

Private campgrounds are not allowed as a principle use in Currituck County. All existing eCampgrounds existing on January 1, 2013 must meet the standards of Section 4.2.4.J to be conforming. All campgrounds not meeting the standards of 4.2.4.J shall be nonconforming. Nonconforming campgrounds and campground subdivisions are nonconforming uses subject to the following standards:

**Item 3:** That Chapter 10 is amended by deleting the struck-through language:

## **10.5 DEFINITIONS**

### **ALTERNATIVE CAMPING UNIT**

A camping unit constructed of canvas or other similar materials, not to exceed 400 square feet in area, ~~to~~ intended to locate in a campground and used as temporary quarters for

shelter during period of recreation, vacation, leisure time of travel and shall not be used for permanent living quarters. Alternative camping units shall be constructed for compliance with the applicable North Carolina Building Code and Section 7.4 of this ordinance. The unit may or may not include kitchen and restroom facilities. The term alternative camping unit includes terms such as yurts, eco-tents, safari tents or other similar names.

**Item 5:** The provisions of this Ordinance are severable and if any of its provisions or any sentence, clause, or paragraph or the application thereof to any person or circumstance shall be held unconstitutional or violative of the Laws of the State of North Carolina by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions which can be given effect without the invalid provision or application.

**Item 6:** This ordinance amendment shall be in effect from and after the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Board of Commissioners' Chairman  
Attest:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

**AN ORDINANCE OF THE CURRITUCK COUNTY BOARD OF  
COMMISSIONERS AMENDING SECTIONS 2-63 AND 2-65 OF THE  
CURRITUCK COUNTY, NORTH CAROLINA CODE OF ORDINANCES  
PROVIDING FOR INCLUSION OF AN ETHICS AWARENESS AND  
CONFLICT OF INTEREST REMINDER ON THE BOARD OF  
COMMISSIONERS' AGENDA**

WHEREAS, pursuant to N.C. Gen. Stat. §153A-71 a board of commissioners may adopt its own rules of procedure in keeping with the size and nature of the board and in the spirit of generally accepted principles of parliamentary procedure.

WHEREAS, under Chapter 2, Division 3. Code of Ethics of the Code of Ordinances for Currituck County a county commissioner should uphold the integrity and independence of his or her office, avoid impropriety and the appearance of impropriety in all his or her activities, conduct the affairs of the board in an open and public manner and regulate his or her extra-governmental activities to minimize the risk of conflict with his or her official duties; and

WHEREAS, a reminder at the beginning of any meeting of the Board of Commissioners of a commissioner's duty to avoid conflicts of interest and to continually monitor, evaluate and manage the commissioner's personal, financial and professional affairs to ensure the absence of conflicts of interest will enhance the public interest in open government.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners for the County of Currituck, North Carolina as follows:

PART I. Sec. 2-63 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows:

**Sec. 2-63. Power of chair.**

The chair shall preside at all meetings of the board. A member must be recognized by the chair in order to address the board. The chair shall have the power to:

- (1) Rule motions in or out of order, including the right to rule out of order any motion patently offered for obstructive or dilatory purpose;
- (2) Determine whether a speaker has gone beyond reasonable standards of courtesy in ~~his~~ their remarks and entertain and rule on objections from other members on this ground;
- (3) Entertain and answer questions of parliamentary law or procedure;
- (4) Call a brief recess at any time;



(5) Adjourn in an emergency;

(6) Read, or designate someone to read, the following ethics awareness and conflict of interest reminder itemized in the board agenda order of business:

Pursuant to G.S. 153A-44, a commissioner has a duty to vote on matters coming before the board but may be excused from voting on issues involving the commissioner's own financial interest, official conduct or on matters on which the commissioner is prohibited from voting under G.S. 14-234, 153A-340(g), or 160A-388(e)(2). In accordance with Chapter 2, Division 3 of the Currituck County Code of Ordinances, it is the duty of every commissioner to avoid both conflicts of interest and appearances of conflict.

Does any commissioner have any known conflict of interest or appearance of conflict with respect to any matters coming before the Board of Commissioners in this meeting? If so, please identify the conflict or appearance of conflict.

PART II. Sec. 2-65 of the Code of Ordinances, Currituck County, North Carolina is rewritten to read as follows

**Sec. 2-65. Order of business.**

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- (1) Call to order;
- (2) Invocation and pledge of allegiance;
- (3) Ethics awareness and conflict of interest reminder;
- ~~(3)~~(4) Approval of agenda;
- ~~(4)~~(5) Public comment;
- ~~(5)~~(6) Commissioner reports;
- ~~(6)~~(7) County manager's report;
- ~~(7)~~(8) County attorney's report;
- ~~(8)~~(9) Administrative reports;
- ~~(9)~~(10) Old business;
- ~~(10)~~(11) Public hearings;
- ~~(11)~~(12) New business;

~~(15)~~(16) Adjournment.

PART IV. This ordinance is effective immediately upon adoption.

ADOPTED this 18th day of July 2022.

S:\Legal\Ordinances\

NORTH CAROLINA

CURRITUCK COUNTY

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and effective as of this 18th day of July, 2022 between County of Currituck, (the "County") and Megan E. Morgan, (the "Employee").

WHEREAS, the County is a body politic organized and existing under the laws of the State of North Carolina and duly authorized to enter this employment contract; and

WHEREAS, Employee is duly qualified and licensed as an attorney in the State of North Carolina; and

WHEREAS, County desires to employ Employee as its County Attorney and Employee has agreed to accept such employment,

NOW, THEREFORE, in consideration of the mutual terms and conditions contained in this agreement, the parties mutually agree as follows:

1. The County hereby employs Employee and Employee accepts employment, as the County Attorney for Currituck County North Carolina. Employee shall be chief legal officer for the County and shall provide legal advice to the Board of Commissioners, the County Manager, and employees of the county concerning county legal matters and perform all the duties of County Attorney as provided by the North Carolina General Statutes. County further employs and Employee accepts employment to perform duties as from time to time are directed by the County Manager or the Board of Commissioners in assistance to the duties and functions of the County Manager.

2. Employee shall serve at the pleasure of the Board of Commissioners and employment may be terminated at any time subject to the terms and conditions set forth in this agreement. The term of employment shall commence on August 1, 2022 and shall continue for an initial term of three years, to and including July 31, 2025. The first six months of the initial term shall be a probationary period during which the Employee may be dismissed at any time by the Board of Commissioners. At the expiration of the initial three-year term this agreement shall renew, upon the same terms and conditions contained in this agreement, for an additional three-year term unless County notifies Employee in writing that this Agreement shall not be renewed at least six months prior to the expiration of the then current three-year term. If after the Employee's probationary period the County elects to terminate Employee's



employment prior the expiration of the three-year term or prior to the expiration of any term that has been renewed, Employee shall receive six months of compensation and benefits set forth in this agreement in recognition and consideration for past service rendered the County. For purposes of complying with this paragraph, appropriations held as unencumbered fund balances in any fund or account of the County shall be available and authorized for transfer to the appropriate salary and benefit expenditure accounts to ensure fulfillment of this paragraph of this agreement.

If Employee shall be insubordinate, convicted of a felony or crime of moral turpitude, consume alcohol or controlled substances on County property during employment, intoxicated on County property during employment, steal, embezzle, assault or sexually harass a co-worker or is disqualified to practice law for any reason, this Agreement may be terminated by the County as of the date of such conviction or disqualification and County shall be obligated to Employee for salary and benefits accrued as of the date of termination but shall not be required to pay the balance of the agreement term or renewal term as provided above. This agreement may be terminated by the Employee upon forty-five days written notice to the County.

3. Employee agrees to devote such time and attention to the performance of her duties and shall work such hours as may be necessary to perform the duties of County Attorney and such duties as from time to time are directed by the County Manager or the Board of Commissioners in assistance to the duties and functions of the County Manager.

4. Employee shall be compensated for her services at an annual salary of \$119,795.16 subject to the withholdings required by law, payable on the same schedule as other County employees. After one year of employment, Employee shall be compensated at an annual salary of \$124,634.89 subject to the withholdings required by law, payable on the same schedule as other County employees.

Employee shall receive all benefits received by other County employees including, but not limited to, retirement benefits, vacation, sick leave, holidays and health insurance. Employee shall receive all cost of living or "across the board" raises in salary that are provided from time to time to other County employees. Employee shall be deemed an "exempt employee" for overtime purposes and shall not be entitled to any overtime compensation.

5. County shall reimburse Employee for dues, fees, licenses, and professional memberships and continuing legal education required by the North Carolina State Bar, including any travel expenses associated therewith as established by County policy. County shall also reimburse employee for any travel expenses incurred in furtherance of Employee's duties hereunder including mileage

at the per mile rate established by County policy for any work-related travel in employees' personal automobile.

6. Employee agrees that she will not engage in the private practice of law while employed by County.

7. Any notice required or permitted to be given under this agreement shall be sufficient if in writing and sent by mail to her residence in the case of the Employee, or to its County Manager's office, in the case of the County.

8. The waiver by any party to this agreement of a breach of any provision of this agreement shall not operate or be construed as a waiver of any subsequent breach by any party.

9. No amendment or modification to this agreement shall be deemed effective unless or until executed in writing by the parties hereto with the same formality attending execution of this agreement.

10. All agreements and covenants contained herein are severable, and in the event any of them shall be held invalid by a competent court, this contract shall be interpreted as if such invalid agreement or covenant is not contained herein.

11. This agreement shall be binding upon the heirs and assigns of the parties hereto and shall be construed according to the laws of the State of North Carolina.

IN WITNESS WHEREOF, the County has caused this agreement to be executed by the Chairman of its Board of Commissioners, attested by its Clerk and its seal affixed thereto, all by the authority given by the Currituck County Board of Commissioners and Employee has signed and sealed this agreement, each as of the date and year first above written.

\_\_\_\_\_(SEAL)  
Employee

County of Currituck

By: \_\_\_\_\_  
Michael H. Payment, Chairman  
Board of Commissioners

ATTEST:

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

(COUNTY SEAL)

## NORTH CAROLINA, CURRITUCK COUNTY

I, a Notary Public for the above-named State and County do hereby certify that Megan E. Morgan appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and seal, this the \_\_\_\_ day of \_\_\_\_\_, 2022.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

## NORTH CAROLINA, CURRITUCK COUNTY

I, the undersigned Notary Public, do hereby certify that Leeann Walton personally appeared before me and acknowledged that she is the Clerk to the Board of Commissioners for Currituck County and that by authority duly given and as the act of Currituck County, the foregoing instrument was signed in its name by its Chairman, and attested by her as its Clerk to the Board of Commissioners.

Witness my hand and seal this the \_\_\_\_ day of \_\_\_\_\_, 2022.

My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
County Finance Officer



GAME COMMISSION  
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Mike Cason	District 1		Bob White	6/20/2022	1st term 6/1/2024
Janet Rose Ross	District 2		Selina Jarvis	6/20/2022	1st term 6/1/2024
Jeremy Evans	District 3	Replace-Termed out	Mike Payment	10/19/2020	3rd term 6/1/2022
Robert Romm	District 4		Paul Beaumont	4/4/2022	3rd term 6/1/2023
Trevor Old	District 5		Owen Etheridge	4/4/2022	2nd term 6/1/2023
Andrew Shilling	At-Large		Kevin McCord	4/4/2022	1st term 6/1/2023
James Cason, Jr	At-Large		Kitty Etheridge	4/4/2022	3rd term 6/1/2023

SENIOR CITIZEN ADVISORY BOARD  
2 Year Terms

Incumbent	Nominated by	New Appointee	Nominated by	Date of Appointment	End of Term
Cindy Scott	District 1		Bob White	6/21/2021	3rd 2/1/2023
Roberta Defenbaugh	District 2		Selina Jarvis	6/20/2022	2nd 2/1/2024
Janet Lovell	District 3		Mike Payment	6/21/2021	3rd 2/1/2023
Michael Williams	District 4		Paul Beaumont	6/21/2021	2nd 2/1/2023
Janet Taylor	District 5		Owen Etheridge	4/4/2022	2nd 2/1/2024
<b>Betty Ann Fairchild</b>	At-Large		Kevin McCord	1/06/2020	1st 2/1/2022
Alisa Hugdahl	At-Large		Kitty Etheridge	4/4/2022	2nd 2/1/2024

**Must be Replaced**

Commissioner Mary Etheridge Serves on this Board

Number 20230001

**BUDGET AMENDMENT**

The Currituck County Board of Commissioners, at a meeting on the 18th day of July 2022, passed the following amendment to the budget resolution for the fiscal year ending June 30, 2023.

<u>Account Number</u>	<u>Account Description</u>	Debit	Credit
		<u>Decrease Revenue or Increase Expense</u>	<u>Increase Revenue or Decrease Expense</u>
51848-599005	JPK foundation repairs 2023	\$ 50,000	
51848-595009	CCHS Roof Coating Phase I	\$ 240,000	
51380-425001	State Lottery Proceeds		\$ 290,000
		<u>\$ 290,000</u>	<u>\$ 290,000</u>

**Explanation:** School Construction (51848) - Increase appropriations for foundation repairs and JP Knapp Early College and roof coating at Currituck County High School.

**Net Budget Effect:** School Construction Fund (51) - Increased by \$290,000.

Minute Book # \_\_\_\_\_, Page # \_\_\_\_\_

Journal # \_\_\_\_\_

\_\_\_\_\_  
Clerk to the Board

Attachment: BudAmends\_Jul 18\_General Meeting (Budget Amendment)



## RESOLUTION APPOINTING COUNTY ASSESSOR AND TAX COLLECTOR

**WHEREAS**, N.C.G.S. 105-349 charges the governing body of each county and municipality to appoint a Tax Collector to serve a term to be determined by the governing body; and

**WHEREAS**, N.C.G.S. 105-294 charges the board county commissions of each county to appoint a County Assessor to serve a term of not less than two nor more than four year; and

**WHEREAS**, Tracy L. Sample was first appointed Tax Collector and County Assessor on October 7, 1996 and has held these offices continuously thereafter.

**NOW, THEREFORE BE IT RESOLVED** by the Currituck County Board of County Commissioners that:

Tracy L. Sample is appointed Currituck County Tax Collector and Currituck County Assessor effective July 1, 2022 for a four year term expiring on June 30, 2026.

**ADOPTED** this, 18<sup>th</sup> day of July, 2022.

\_\_\_\_\_(SEAL)  
Michael H. Payment, Chairman

ATTEST:

\_\_\_\_\_  
Leeann Walton, Clerk to the Board

## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is Currituck County High School roof coating – Phase I, sloped roof.

**SECTION 2.** The following amounts are appropriated for the project:

CCHS Roof Coating Phase I	\$ 240,000
	<u>\$ 240,000</u>

**SECTION 3.** The following funds are available to complete this project:

Lottery Funds	\$ 240,000
	<u>\$ 240,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

### SECTION 6. CONTRACTUAL OBLIGATIONS

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 18th day of July 2022.

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Michael Payment, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board



## COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is foundation repairs at JPK Early College High School A Building.

**SECTION 2.** The following amounts are appropriated for the project:

JPK foundation repairs	\$ 50,000
	<u>\$ 50,000</u>

**SECTION 3.** The following funds are available to complete this project:

Lottery Funds	\$ 50,000
	<u>\$ 50,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

### SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

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The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and

- materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 18th day of July 2022.

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Michael Payment, Chairman  
Board of Commissioners

ATTEST:

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Leeann Walton  
Clerk to the Board



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ~~AIRPORT MANAGER~~ DIRECTOR**

#### **AIRPORT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs responsible administrative, managerial and supervisory work directing the operations of Currituck County Regional Airport (ONX), a public-use, General Aviation airport.

Additional responsibilities may be assigned. Reports to the ~~Assistant Public Services Director/Assistant County Engineer~~ County Manager.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### **ESSENTIAL JOB FUNCTIONS**

#### **~~AIRPORT MANAGER~~ DIRECTOR, CURRITUCK COUNTY REGIONAL AIRPORT**

Plans, organizes and directs airport operations, security and maintenance services, emergency situations, and for long range expansion in response to demand.

Performs operational, administrative or any tasks as needed regarding the daily operations or performing the technical aspects of airport functions.

Analyzes business, operational and maintenance functions; recommends modifications, and alternative solutions to improve operations and facilities; develops emergency response plans and formulates procedures for use in event of aircraft fire or other emergencies;

Determines and assigns project priorities based on operational needs and Federal Airport Certification requirements.

Develops and implements operational plans and procedures for aviation facility; confers with federal officials, departmental representatives, tenants and prospective tenants regarding design and development of facilities;

Evaluates quality and effectiveness of airport programs and services and makes sound recommendations to improve operations and facilities.

Prepares and manages annual and capital budgets; projects revenues; recommends and justifies budget for approval; maintains accounting for budget, and approves purchases.

Manages fuel system: updates computerized Fuel Management system on a regular basis; orders and coordinates delivery of fuel; ensures fuel farm is maintained in a safe and secure manner.

Formulates, oversees, updates and enforces Airport Rules & Regulations, Minimum Operating Standards, internal operational procedures, aircraft landing, taxiing, take-off patterns, and aircraft safety arrangements for Currituck County Regional Airport.



Responsible for the establishment, encouragement and continued practice of polite, friendly, customer-oriented service by all County employees and contractors for all travelers, pilots, tenants and other guests of Currituck County Regional Airport.

Supervises lineman staff and private contractors involved in security, trades, equipment operation, custodial, administration, accounting, etc.

Coordinates, and educates where necessary, Airport tenants in safety, security, rules and regulations, and interaction with County Finance Office, and other areas. Maintains required federal, state and local records, including FAA; ensures compliance with all regulations including OSHA safety and health.

Oversees hiring and training of County airport staff; recommends discipline and dismissal of staff to the ~~Assistant Public Services Director/Assistant County Engineer, County Engineer and County Manager.~~

Develops and executes marketing strategies to promote airport facilities and services and to expand business and attract aviation-related tenants; devises new methods to increase revenues.

Consults with Attorney on hanger and business tenant contracts; confers with property management to initiate lease preparation and renovation of facilities to accommodate tenants.

Consults with and coordinates projects with engineering staff; coordinates maintenance and repair activities to minimize impact on operations.

~~Works with Assistant Public Services Director/Assistant County Engineer on preparation and management of~~ Prepares and manages annual and capital budgets; provides annual reporting and forecasting for airport revenues and expenses; recommends fee changes; maintains accounting for budget; requisitions and approves purchases through County finance department.

Establishes and maintains effective working relationships with associates and tenants; promotes effective interrelationships with leasing tenants, fixed base operators, business and guest passengers, federal, state and local officials, and the general public.

Ensures the maintenance, repair and state of all airport facilities including runways, ramps, taxiways and roadways meet Federal Airport Certification requirement

Work is performed under general direction of the ~~Assistant Public Services Director/Assistant County Engineer~~ County Manager. Work is evaluated through annual performance evaluations, supplemented by weekly meetings and quarterly reports regarding airport operations.

Work includes short and long range planning and budgeting, supervising staff and contractors. Work involves ensuring that facilities are in operational condition at all times and in compliance with FAA safety regulations; developing and recommending policies, procedures, and fee structures for approval by the Board of County Commissioners.

This employee operates with considerable latitude that requires discretion and judgment grounded in extensive technical aviation knowledge and business acumen to make independent professional and managerial decisions. Tact and diplomacy are required in contacts with pilots, corporate and business executives, the general public, employees, local officials and advisory board members.

The employee is subject to hazards in the work including indoor and outside environmental conditions; significant noise and vibrations; physical conditions such as proximity to moving mechanical parts, electrical current; working in high places, narrow aisles, crawl spaces and areas which could cause claustrophobia; and exposure to high heat, chemicals, oils, fumes, dusts, odors, or poor ventilation.

Duties may also expose the employees to human body fluids and thus the work is subject to the OSHA requirements on blood borne pathogens.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Available 24hr by phone call of afterhours number. Able to arrange services on holidays and afterhours.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from four year college with a degree in Aviation Management, Business Administration or related field and at least four (4) years of considerable, progressively responsible airport, business administration, management; or any equivalent combination of education and experience. Must have demonstrated experience in management of personnel.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.

Ability to pass a security background check.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Must be able to perform basic life functions including climbing, balancing, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.

Must be able to perform medium work involving exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds constantly to move objects.

Must have visual acuity to prepare and analyze data and figures; to develop budget figures; operate a computer terminal; to read extensively; to inspect small defects, parts or moving equipment and to use measurement devices; to operate equipment; and to inspect work and determine accuracy and thoroughness.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of and skill in utilizing principles of leadership, supervision, organization, and administration.

Considerable knowledge of regional and local economic development issues and relevant NC Statutes covering public information, public meetings law, and client confidentiality.

Skill in analyzing business, operational and maintenance issues and in developing alternative solutions or approaches.

Thorough understanding and knowledge of marketing principles, promotional activities and general sales practices.

Thorough & considerable knowledge of FAA rules, regulations and federal certification standards for operating a general aviation airport, and of airport operations, management and development.

Considerable knowledge of equipment, tools and facilities required for safe, efficient operation of an airport.

Considerable knowledge of modern practices and principles of accounting and budgeting as applied to airport operations.

Considerable knowledge of the occupational hazards and safety precautions involved in the work.

Ability to establish and maintain effective working relationships with pilots, business executives, federal, state and local officials, customers, County departments heads, employees, and the general public.

Ability to be tactful and courteous in dealing with the customers and the general public.

Ability to keep accurate records and to prepare reports.

Ability to interpret and utilize technical sketches and plans.

ED: 06/18/2018 (REV BOC)



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: CHIEF BUILDING INSPECTOR DEVELOPMENT SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs supervisory and skilled inspection work for the county Development Services Department in securing compliance with established codes governing one or more of the following areas of the building trades: electrical, fire, building, mechanical, and plumbing. Oversees the plan review and building inspection process for the department. Work involves interpreting, applying, and enforcing rules and regulations relating to the construction of new buildings and the repair of existing buildings. Supervises the Building Inspectors, Permit Coordinator and Permit Officers, advising, and instructing them in the performance of their duties. Reviews and studies building code regulations to stay abreast of all changes and are required to exercise independent judgment in applying standards to a variety of work situations. Reports to the Development Services Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises, trains, and advises Building Codes Inspectors in the performance of inspections, conferring with contractors and property owners, issuing building permits and maintaining associated records and reports; advises and assists inspectors in performance of inspections, and visits inspection sites to review completed inspections.

Performs supervisory tasks in managing the activities of assigned staff; instructs, assigns, and reviews work; maintains standards through the effective coordination of activities; allocates personnel; resolves personnel problems; provides input involving disciplinary action, promotion, and related personnel issues.

Receives and addresses complaints, questions, and concerns pertaining to permitting and inspections from the general public, developers, contractors, etc., interviewing parties involved and investigating circumstances, and determining propriety of previous inspection and required resolution, as appropriate; confers with or corresponds with involved parties to advise of determinations and decisions, as appropriate.

Attends and participates in meetings, or prepares correspondence, with inspectors, builders, and contractors to advise them of code changes and violations at construction sites; confers with County administrators, Fire Marshal, contractors, and the general public in developing and maintaining enforcement codes.

Directs the inspection of all establishments making sure they are abiding by State Building Codes in terms of electrical, plumbing, mechanical, building, and fire codes; issues stop-work orders; conducts inspections to determine; unsafe buildings, conducts condemnation hearings as required.

Acts as Chief Fire Code Official for the county.

Assists with the zoning and CAMA regulations.

05/01/22

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Attachment: CHIEF BLDG INSPECTOR 5-1-22 (Job Description Revisions)

## **CHIEF BUILDING INSPECTOR**

Prepares annual Inspections budget for Development Services Department.

Acts as ADA Coordinator for the requirements of Title II of the Americans with Disabilities Act of 1990 for the County. Performs ADA evaluations of County facilities, services, and programs for the compliance with the Americans with Disabilities Act. Investigates complaints, grievances and determines solutions to accessibility issues within the county's facilities, programs, and services.

Administrator and management of Munis Permitting and Inspection Software, Citizen Self Service Dashboard and Munis Field Inspector App, creating permitting and inspection processes within the system. Acts as liaison for technology support issues and direct contact for department. Develops and implements associated electronic forms for the software.

Responsible for implementing technology for the department and online permitting process.

Testifies in court, as necessary.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in architecture, civil engineering or a related field, and five to seven years of experience in residential and/or commercial building, mechanical, electrical, or plumbing construction or inspections work, preferably including supervisory experience; or any combination of training or experience which provides the required skills, knowledge, and abilities.

### **SPECIAL REQUIREMENTS**

(Limited certification applies only to employees currently in position. New employees must hold stated certifications.)

Possession of a Standard Level III certification by the North Carolina Code Officials Qualification Board in three of the following trades Building, Electrical, Plumbing, Mechanical and Fire. Possession of a valid North Carolina driver's license.

## CHIEF BUILDING INSPECTOR

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including adding machines, typewriters, copiers, two-way radios etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, permits, applications, blueprints, schematics, diagrams, etc. Requires the ability to prepare correspondence, reports, forms, permits, architectural reports, code explanations, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, architectural and construction terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.



## CHIEF BUILDING INSPECTOR

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of modern building, plumbing, electrical and mechanical construction, practices, materials, and equipment.

Thorough knowledge of state and local ordinances and codes.

Thorough knowledge of ethical guidelines outlined by professional standards and/or federal, state, and local laws, rules, and regulations.

Considerable knowledge of County geography.

General knowledge of principles in supervision, organization, and administration.

Ability to use common office machines including computer-driven word processing, spreadsheets, and file maintenance programs.

Ability to detect and locate defective workmanship in construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to deal tactfully and firmly with developers, contractors, property owners and the general public.

Ability to establish and maintain effective working relationships as necessitated.

Technical Knowledge, skills and abilities to manage Munis Permit software system.

Knowledge, Skills and Abilities Required as ADA Coordinator: Familiarity with the state or local government's structure, activities, and employees.

Knowledge of the ADA and other laws addressing the rights of people with disabilities, such as Section 504 of the Rehabilitation Act, 29 U.S.C. § 794.

Experience with people with a broad range of disabilities and ability to work cooperatively with people with disabilities.

Knowledge of various alternative formats and alternative technologies that enable people with disabilities to communicate, participate, and perform tasks.

Familiarity with any local disability advocacy groups or other disability groups.

**CHIEF BUILDING INSPECTOR**

Skills and training in negotiation and mediation.

Organizational and analytical skills.

05/01/22



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ~~PERMIT OFFICER III~~ TECHNICIAN ~~PLANNING & COMMUNITY DEVELOPMENT~~ SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs technical work in permitting, planning, and inspections for the Planning & Community Development Department. Acts as first point of contact for inquiries from citizens and the development community. Work involves review of development applications to ensure compliance with applicable county ordinances, policies, and State regulations; including explaining and interpreting ordinances as necessary. Work also involves researching, compiling and analyzing data. Employee must exercise considerable tact and courtesy in frequent contacts with county, state and federal officials, and private citizens. Reports to the ~~Planning & CD Director~~ Chief Building Code Official or their designee.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Assists the public with answering questions and concerns related to county ordinances, floodplain regulations, CAMA regulations, and general planning and inspections related matters on the telephone, through email, or in person.

Reviews development applications, including building permits and site plans, to ensure compliance with county ordinances and State regulations.

Applies FEMA regulations including verifying flood certifications and identifying flood zones; issues flood development permits and flood determination letters; processes LOMA applications; assists in maintenance of the CRS program.

Provides information and assistance to the public for obtaining CAMA permits; reviews and issues CAMA permits; inspects improvements; and prepares quarterly CAMA reports to be submitted to the State.

Assists with receiving and processing major development application submissions.

Performs file maintenance, types letters and reports; accepts and processes payments associated with development fees.



### **PERMIT OFFICER-III TECHNICIAN**

Researches permitting, zoning, floodplain, census tract, deed, plat/map, tax, and other property records.

Analyzes information and data from varied sources and prepares reports or diagrams as requested; maintains and updates departmental databases.

Coordinates permitting software upgrades, modifications, and technical support; serves as department liaison with software company.

Utilizes Munis permitting software, ArcMap GIS technologies, and Adobe software products.

### **ADDITIONAL JOB FUNCTIONS**

Assists with permitting intake and administrative duties in the Mainland or Corolla permit offices as needed.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent supplemented by college-level course work; three to five years of experience in permitting, planning or building trades; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, calculators, copiers, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of reports, ordinances, maps, grant regulations, land use plan, invoices, correspondence, permits, etc. Requires the ability to

### **PERMIT OFFICER-III TECHNICIAN**

prepare correspondence, reports, grant applications, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and mapping terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern office practices, procedures and equipment and standard clerical techniques.

Considerable knowledge of governmental programs, laws, grants and services pertinent to the planning process.

Considerable knowledge of County Unified Development Ordinance, FEMA regulations, and CAMA regulations.

**PERMIT OFFICER-III TECHNICIAN**

Ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Skilled in the collection, analysis and presentation of technical data and planning recommendations.

Ability to use Munis permitting, ArcMap GIS technologies, and Adobe software.

Ability to use a calculator and equipment to calculate square footage and measure distances.

Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to interpret cadastral, orthophoto, topographical and other related maps.

Ability to read and interpret surveys and engineering drawings and plans.

Ability to effectively express ideas orally and in writing.

Ability to exercise independent judgment and initiative to ensure that work is completed on a timely basis.

Ability to establish and maintain effective working relationships as necessitated by work assignments.



## CURRITUCK COUNTY JOB DESCRIPTION

### JOB TITLE: PERMITTING COORDINATOR DEVELOPMENT SERVICES DEPARTMENT

#### GENERAL STATEMENT OF JOB

Under general supervision, performs technical and administrative work in the permitting section of the ~~Planning & Community~~ Development Services Department. The Permitting Coordinator position acts as ~~direct lead person~~ direct supervisor for the permitting section of the department, performs general tasks involving administration support of the code enforcement aspects of the North Carolina General Statutes, the North Carolina State Building and Fire Codes. Work also involves researching, compiling information, preparing, maintaining reports and records for fire inspections, and building condemnations. Employee must exercise independent judgment and use considerable tact and courtesy in frequent contacts with county, state, federal officials, and the public. Work involves annual budget preparation and the management of items within the development review process. Work is performed under the general supervision of the Chief Building Inspector.

#### SPECIFIC DUTIES AND RESPONSIBILITIES

##### ESSENTIAL JOB FUNCTIONS

- Coordinates the receipt and routing of building applications for residential and commercial construction within the county; manages the public reception and online permit intake process; provides support to the Permit ~~Officers~~ Technicians as needed.
- ~~Project leader for~~ Supervision of the permitting section of the department; assists in the development and implementation of procedures to improve the efficiency and effectiveness of the department.
- Assists applicants, including development professionals and the public, with the permitting, plan review and inspection process.
- Assures effective office operations and cooperation with other county departments and agencies.
- Assists other staff with developing useful performance measures, coordinates those measures with the supervisor. Evaluates and recommend changes in policies, processes, and technology.
- Conducts quality assurance for the development permit process for accuracy and efficiency.
- Coordinates upgrades and technical improvements to Munis permitting software; liaison between staff and technical consultants.
- Maintains the website for the division; compiles and edits forms, applications, and other department documents as needed.
- Assists in the budget development process with the Chief Building Inspector.
- Administrative duties such as: implementation of records retention schedule, calendar and scheduling responsibilities, compiling public records requests, coordinate processes for condemnation hearings and stop work orders, and organizing office supply.
- Performs other related duties as required by supervisor.

Revised 5/3/22.

Attachment: Permitting Coordinator revised 5-1-22 (Job Description Revisions)

## **Permitting Coordinator**

### **ADDITIONAL JOB FUNCTIONS**

Attends occasional contractor/public meetings, including evenings, as required by supervisor.

Performs other related work as required by supervisor.

Performs duties as assigned by the County Manager or their designees during a State of Emergency or other disaster.

### **MINIMUM TRAINING AND EXPERIENCE**

High school degree or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Knowledge and use of Munis, Microsoft Word, Excel, Outlook, and PowerPoint

### **SPECIAL REQUIREMENTS**

Ability to pass Law and Administration class as determined by the Chief Building Inspector.

Possession of a valid North Carolina driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including typewriters, copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, forms, ordinances, maps, plans, invoices, correspondence, permits, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

### Permitting Coordinator

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including architectural, construction, engineering, legal, and mapping terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; perform calculations involving variables, formulas, square roots, and polynomials.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General working knowledge of state codes, local ordinances, and construction; thorough knowledge of management practices; thorough knowledge of budgeting principles and practices; skill in reading and interpreting plans and specifications; ability to work with colleagues in different professional disciplines; ability to focus on detailed information; ability to establish and maintain effective working relationships with contractors and the public; ability to enforce regulations tactfully and firmly; ability to supervise the work of subordinates; ability to establish and maintain effective record-keeping systems; ability to anticipate and plan for varying work load; ability to demonstrate sufficient experience to thoroughly understand the work of subordinate positions; ability to answer questions and resolve problems.

Knowledge of state regulations regarding building permit processing/regulations and contractor licensing.

Knowledge of state and local ordinances and codes, the Unified Development Ordinance, FEMA regulations, and CAMA regulations.



### **Permitting Coordinator**

Considerable knowledge of modern office practices, procedures and equipment and standard clerical techniques.

Ability to make decisions in accordance with laws, ordinances, regulations and departmental policies and procedures.

Ability to use permitting software, ArcMap GIS technologies, Adobe products, Microsoft Office, Internet applications, and other computer hardware and software programs.

Ability to use common measurement tools, calculate square footage and measure distances, and apply basic algebraic or geometric knowledge in practical situations.

Ability to effectively express ideas orally and in writing; and to exercise tact, courtesy and firmness with government officials, design professionals, developers, contractors, and the public.



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: PUBLIC UTILITY OPERATIONS MANAGER PUBLIC UTILITIES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision by the County's Finance Director, this position supervises the fiscal and budgetary operations, purchasing, office services and other general supervision of customer service staff in addition to supporting the Public Utilities Director and the water and wastewater employees.

This is a front-line position for providing excellent customer service. Service is provided in person, by telephone and electronic means. The work involves significant public contact regarding new accounts, finalizing closed accounts, answering customers' billing questions and resolving errors in their accounts while staying in compliance with North Carolina utilities laws. Considerable tact and courtesy are required in these public contact functions. While most issues can be resolved by the utility clerks, more complex issues will need to be resolved by the supervisor. There will also be the need to work with other departments in trouble shooting problems, generating computer records and reports, implementing recommendations related to internal controls, and evaluating computer software and upgrades.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

The employee provides executive administrative and secretarial support to the Finance Director and the Public Utilities Director. This employee collaborates regularly with other county departments such as Human Resources, IT, Public Works and others as needed.

On a regular basis, the work in the department should be prioritized and assigned to the clerks to ensure timely completion of tasks and effective communication both within the department and with customers.

This position is responsible for determining the impact of new state policies and procedures that affect the customer interaction. The supervisor has the responsibility of evaluating and establishing the most effective departmental procedures/protocols for customer service and clerical support needs.

The supervisor will provide answers to questions from the clerks and utilities personnel regarding established policies and procedures, work processes, etc.

This position will assist in preparation of the department's budgets in consultation with the Director and coordinating with other departments, if needed.

After the budget is approved, this position has the responsibility of monitoring the department's budgets, determining when budget amendments are needed, and preparing requests for budgetary changes to the Finance Department.

This position will assist in recruiting utility office staff.

Direct supervision includes assigning, directing, evaluating, and reviewing the work of the customer service clerks. On a regular basis, the supervisor will conduct formal and informal supervision reviews. Annual evaluations will be completed for each employee. These tasks should be in support of high morale resulting from high performance.

The employee uses software programs such as Munis, Microsoft Word, Excel, and PowerPoint and assists employees with troubleshooting technical difficulties with software or equipment.

The supervisor will coordinate the Department's computer equipment purchases with the Information Technology Director and act as the Department's purchasing agent for other specific purchases relating to services; ensures that all purchases are in accordance with the Local Government Budget and Fiscal Control Act and County purchasing policies.

The supervisor approves and processes invoices for payment in addition to processing payroll and time cards for the department.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

Occasional travel is required to attend training throughout the year.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the daily operations of the Utility's Customer Service Office.

Considerable knowledge of the requirements of the position to provide executive administrative support to the Water and Wastewater personnel.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of arithmetic, grammar, spelling, and vocabulary.

Considerable knowledge of budgetary functions to assist in developing and managing the Department's budget.

Ability to develop and implement or direct implementation of special projects and employee orientation and training.

Ability to problem solve under stressful conditions and deal with persons who are angry and/or upset in a tactful, diplomatic manner while following agency, county, state and federal policy and guidelines.

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to make routine and non-routine administrative decisions independently in accordance with laws,



regulations, and County policies and procedures, and to solve problems and answer questions.

Ability to develop and modify work procedures, methods and processes to improve efficiency.

Ability to communicate effectively orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with public officials and the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, accounting or related field, and 3 – 5 years of experience in management or governmental utilities, or any combination of training, education and experience which provides the required skills, knowledge and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, calculators, copiers, facsimile machines, scanners, dictation recorders, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

**Interpersonal Communications:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, incident reports, lab reports, forms, procedural manuals, etc. Requires the ability to prepare a variety of correspondence, reports, forms, charts, etc. Must be able to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including law enforcement terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; interpret graphs and charts.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, toggle switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Personal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Requires the ability to communicate via telephone.

## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: SENIOR BUILDING INSPECTOR DEVELOPMENT SERVICES DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs skilled inspection work for the county Planning & Community Development Department in securing compliance with established codes governing the following areas of the North Carolina Building, Electrical, Mechanical, Plumbing, Energy, Accessibility, and Fire Codes. Work involves inspection, interpreting, enforcing rules and regulations relating to the construction of residential and commercial construction, renovations, additions, mobile homes and existing buildings. Employee is also responsible for performing fire inspections on new and existing structures within the county. Work also involves preparing and maintaining inspection reports and records, assisting the general public with inquiries pertaining to the building codes and permit procedures, reviewing plans, issuing permits, assisting with zoning and CAMA regulations and serves as a member of a damage assessment team.

This class is distinguished from the Building Inspector III by the responsibility of assisting the Chief Building Inspector in any administrative and/or management capacity. In the absence of the Chief Building Inspector, the Senior Building Inspector must assume all duties, responsibilities, and regulatory authority. Reports to the Development Services Director or their designee.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Provides supervisory and training to inspectors as required.

Establishes video inspection program per state rules.

Inspects buildings in the process of construction, alteration, or repair for compliance with building code requirements, approved plans, and construction and safety practices; examines site plans, structural framing, insulation installation, and general arrangement of building facilities for quality of design, and materials.

Inspects electrical installations and facilities for compliance with code requirements; checks plans and specifications for the proper installation and connections of fixtures; investigates complaints concerning buildings that may not comply with electrical codes.

Inspects heating, ventilation, and air conditioning systems of building structures; reviews newly issued building permits along with plans and specifications for proper heating, ventilation, and air conditioning systems; assists and advises contractors and others regarding pertinent regulations.

Inspects plumbing systems of building structures; reviews newly issued building permits along with plans and specifications for proper plumbing systems; assists and advises contractors and others regarding pertinent regulations.



## **SENIOR BUILDING INSPECTOR**

Inspects new and existing facilities for compliance with fire code requirements; checks plans and specifications for the proper installation. Investigates complaints concerning buildings that may not comply with the fire code.

Inspects new and existing residences, businesses, schools, and other buildings for conformance with safety standards, zoning codes and ordinances; inspects mobile homes issues inspection certificates for approved installation; informs public concerning code regulations.

Enforces state and local codes, issuing stop-work orders, condemnation hearings, and pursuing other legal remedies, as necessary, to stop violations; testifies in court, as necessary.

Prepares and maintains reports and records pertaining to inspections and code enforcement work.

Reviews and studies building code regulations to maintain knowledge of changes in building codes and ordinances; completes necessary classes to maintain required inspection certification.

### **ADDITIONAL JOB FUNCTIONS**

Assists in enforcing CAMA regulations.

Assists in enforcing FEMA and county flood regulations.

Member of a damage assessment team.

Performs other related work as required.

Performs duties as assigned by the County Manager or his designees.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, supplemented by special training in building inspection, and some experience in residential and/or commercial electrical building, mechanical or plumbing construction work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a certificate from the North Carolina Code Officials Qualification Board at a level specified by the County and State for area(s) of inspection. Possession of valid North Carolina driver's license.

### **AREAS OF CERTIFICATION**

Level III state certifications in Electrical, Building, Plumbing, Mechanical, and Fire.

## SENIOR BUILDING INSPECTOR

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, tablets, , copiers, calculators, levels, measuring tapes, electrical diagnostic equipment, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are of those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, or directions from superiors.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, permits, diagrams, etc. Requires the ability to prepare a variety of correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages, including architectural, construction, electrical, plumbing, engineering, and mechanical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; perform calculations involving variables, formulas, square roots and polynomials.

**Technological Aptitude** Requires the ability to utilize computers, tablets, and cell phones. Requires the ability to utilize Microsoft Word, Excel, Power Point, and Publisher. Experience with Munis Permitting software and AutoCAD desired.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, hand tools, etc. Must have minimal levels of eye/hand/foot coordination.

## SENIOR BUILDING INSPECTOR

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone/cell phone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of modern building, plumbing, electrical, mechanical, and fire construction practices, materials, and equipment of the various stages of construction when violations and defects should be observed and corrected.

Considerable knowledge of state and local ordinances and codes administered through the Planning and Community Development Department applicable to the inspector's area of certification.

Considerable knowledge of the approved methods and practices involved in the installation, construction, repair and maintenance of a variety of building, electrical, plumbing, mechanical, and fire suppression equipment.

Considerable knowledge of the geographical layout of the County.

Ability to use common office equipment.

Ability to use common measurement and electrical system diagnostic equipment, and hand tools.

Ability to detect and locate defects in the construction or repair of buildings.

Ability to interpret blueprints, diagrams, specifications, codes and building regulations.

Ability to exercise tact, courtesy and firmness with property owners, architects, engineers, developers, contractors, and the general public.

Ability to physically maneuver on scaffolds, ladders, structural members and in cramped quarters to accomplish thorough inspections.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

05/01/22





## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ~~TAX ADMINISTRATOR~~ DIRECTOR TAX DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs difficult and complex professional, managerial, and supervisory work in advanced level planning, organizing, and directing an effective and comprehensive tax billing, collection, listing, and assessment, and land records program for the County. Work involves researching and developing new and revised policies, forms, procedures, and methods for program operations: handling budget and personnel matters and working with sensitive, and controversial issues in the tax assessment, collection, garnishment, property seizure and foreclosure programs. Work also involves administering the County Land Transfer and Occupancy Taxes. The employee is responsible for the periodic revaluation of property involving in-house and/or contracted work. Supervises professional, paraprofessional, technical and clerical personnel. Significant independent judgment and initiative required. The duties of the position as well as the oaths of office are prescribed by the Machinery Act as codified in Subchapter of Chapter 105 of the North Carolina General Statutes. Reports to the County Manager.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Serves as both County Assessor and County Tax Collector.

Plans, organizes, audits, and directs the work of the County Tax Department; supervises a staff of assistants including assessment, appraisal, collection, land records, technical and clerical personnel.

Directs and assists in the billing collection and accounting for all ad valorem, land transfer, and occupancy taxes as well as solid waste, animal and demolition fees;

Directs and administers the application process for exclusions, exemptions, special use-value assessment, and property tax relief; approves or denies said applications.

Directs and administers annual business property audits and periodic audits required by law for exclusions, exemptions, and property taxed at its use-value assessment.

Directs and administers the tax listing, appraisal, assessment, and billing operations for the County, ensures that real property ownership transfers are updated and documented; sees that completed tax abstracts are processed into tax bills.

Provides expert testimony on behalf of County regarding property valuation and assessment appeals to the North Carolina State Property Tax Commission.

### **TAX ADMINISTRATOR DIRECTOR**

Plans, directs, and coordinates the periodic reappraisal program for the County. Responsible for the development of the county's "schedule of values" and publishes them in compliance with the Machinery Act. Organizes the appeal process, answers questions & complaints, and explains the laws governing reappraisal.

Performs a number of administrative duties; including preparing correspondence, designing tax forms, preparing financial statements for the County Manager and Board of Commissioners, and resolving various complaints concerning the listing, appraisal, or collection of taxes.

Serves as the clerk to the County Board of Equalization and Review; Schedules and publishes the required notices of its meetings, record its minutes, and gives property owners notice of its decisions as required by law.

Prepares and generates such reports as tax deferments, valuation and levy reports, account summary reports, motor vehicle reports, exempt property rosters, real and personal property valuation reports, public utility report, memos, correspondence, responses to surveys, etc.

Interprets and implements the NC General Statutes as prescribed in the NC Machinery Act as it relates to property taxation; explains tax laws, policies and procedures to property owners, attorneys, real estate professionals and the general public.

Assures that all legally required notices, postings, deadlines, and reports are completed in a timely manner.

Reports annual settlement to the Board of County Commissioners and complies year-end collection data for county auditors.

Prepares and administers the annual departmental budget; oversees provision of goods and services to department by outside vendors; manages associated projects.

Assists the County Manager and Finance Director with projecting property valuation county-wide and for special districts for budgeting purposes; consults with the County Manager and Board of Commissioners concerning the fiscal impact of tax rate adjustments.

Manages departmental personnel functions including providing education, work assignments, reviewing work, scheduling of personnel, granting of leave privileges, hiring and termination of temporary and full-time employees and providing performance appraisal reviews and disciplinary actions.

Plans and directs the information, data, and format of tax and land records on the Tax Department webpage and other county webpages.

Manages and directs county tax involvement with the North Carolina Vehicle Tax System; appraisal, exemption, prorations, and refunds; maintain a county-wide situs address file for taxes levied on motor vehicles in special taxing districts; maintain updated tax rate file.

Interacts with Federal Bankruptcy Court regarding taxes owed by taxpayers including filing proof of claims, bankruptcy discharges, and voting on bankruptcy plans.

Assists interested persons with inquiries about property value assessments, explaining process for arriving at property valuation.

### **TAX ADMINISTRATOR DIRECTOR**

Prepares certifications of paid and unpaid taxes; Prepares the annual list of tax liens which is published in the newspaper.

Performs duties as necessary to enhance department's public relations and community education program.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and developments in the field of local tax administration; constantly reviews the North Carolina Machinery Act, North Carolina Supreme Court decisions on tax cases, Federal Bankruptcy Laws and Ruling, and the North Carolina Attorney General's rulings on ad valorem tax matters; advises and consults with County Attorney on cases involving tax matters.

Directs the garnishment of wages, the attachment of banks accounts and rents, the seizure and sale of personal property and tax foreclosure.

Interacts and communicates with County Boards of Commissioners & Equalization and Review, subordinates, other County Departments and personnel, various outside professionals, civic groups, news media, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in business administration, accounting, economics, public administration, or a related field, and a minimum of five years of experience in tax assessment, appraisal or collections, with at least two years of supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENTS**

Completion of special training and certification as an Assessor by the North Carolina Department of Revenue as prescribed in the Machinery Act of North Carolina. Furnish a bond conditioned upon performance in such an amount prescribed by the governing body.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including computers, typewriters, calculators, collator, microfilm equipment, etc. Must be able to exert up to 20 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



## **TAX ADMINISTRATOR DIRECTOR**

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, budget reports, real property appraisals and assessments, sales ratio studies, finance audit reports, deeds, surveys, permits, applications, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and tax terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, and statistical inference.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the North Carolina Machinery Act and County tax policies as applicable to tax listing, assessment and collection of real and personal property taxes including thorough knowledge of tax listing procedures and forms.

### **TAX ADMINISTRATOR DIRECTOR**

Thorough knowledge of policies, procedures and practices used in appraising commercial, residential, and industrial property for tax purposes.

Thorough knowledge of office practice and procedures and automation systems necessary to operate and administer a county tax system.

Considerable knowledge of the organization and functions of County government.

Considerable knowledge of construction cost, building materials and land values.

Considerable knowledge of the principles and practices of accounting and bookkeeping.

Considerable knowledge of the principles of supervision, coordination, and administration.

Considerable knowledge of the current literature, trends, and developments in the tax field.

Ability to plan and conduct an effective tax listing, appraisal, assessment, and collection program.

Ability to evaluate and appraise a wide variety of real and personal property.

Ability to plan, organize and supervise the activities of the tax office.

Ability to collect taxes in an efficient and complete manner.

Ability to deal tactfully and courteously with the general public in adjusting complaints and explaining tax laws and policies.

Ability to exercise considerable independent judgment in making final decisions regarding contested property values and legal points on tax assessment and collection matters.

Ability to establish and maintain effective working relationships with other department heads, the County Manager, and the Board of County Commissioners.

ED: 09/20/2021 (REV BOC)

## RESOLUTION

**WHEREAS**, THE Board of Commissioners of the County of Currituck, North Carolina during its regularly scheduled meeting authorized the following, pursuant to G.S. 160A and 270(b) that the property listed below will be sold at auction, negotiated sale or will be disposed of if not sellable.

County Asset Tag	Description	Notes	Serial Number	PO#
9558	vesta 911 command post unit 1	Backup PSAP phones		20171629
9559	vesta 911 command post unit 2	Backup PSAP phones		20171629
9560	vesta 911 command post unit 3	Backup PSAP phones		20171629
9561	vesta 911 VOIP System Network	Backup PSAP equipment		20171289
6384	wrightline console furniture CAD1	Primary PSAP furniture		20070236
6385	watson console furniture CAD2	Primary PSAP furniture		20070236
6386	watson console furniture CAD3	Primary PSAP furniture		20070236
7884	watson console furniture CAD4	Primary PSAP furniture		20130391
9093	vesta e911 workstation 1	Primary PSAP Phones		20160666
9094	vesta e911 workstation 2	Primary PSAP Phones		20160666
9095	vesta e911 workstation 3	Primary PSAP Phones		20160666
9096	vesta e911 workstation 4	Primary PSAP Phones		20160666
6208	Command Radio Consoles from Waterlily site	Waterlily site	124CGB0082	20060639
6209	Command Radio Consoles from Waterlily site	Waterlily site	124CGB0083	20060639

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the County of Currituck reserves the right to reject any and all bids.

**ADOPTED**, this 18th day of July, 2022.

\_\_\_\_\_  
Michael H. Payment, Chairman  
County of Currituck, Board of Commissioners

\_\_\_\_\_  
Leeann Walton  
Clerk to the Board

(Seal)





## COUNTY OF CURRITUCK

### BOARD OF COMMISSIONERS

Michael H. Payment, Chairman  
 Paul Beaumont, Vice-Chairman  
 J. Owen Etheridge  
 Mary R. Etheridge  
 Selina S. Jarvis  
 Kevin E. McCord  
 Bob White

County Manager's Office  
 153 Courthouse Road, Suite 204  
 Currituck, North Carolina 27929  
 Telephone (252) 232-2075 / Fax (252) 232-3551  
 State Courier # 10-69-17

DONALD I. MCREE, JR.  
 County Manager/County Attorney

LEEANN WALTON  
 Clerk to the Board

July 18, 2022

Colin M. Greene, MD, MPH  
 State Health Commissioner  
 Virginia Department of Health  
 109 Governor Street, 13<sup>th</sup> Floor  
 Richmond, VA 23219

Dear Dr. Greene,

It is with enthusiasm that the Currituck County Board of Commissioners supports the approval of an open-heart surgery program for Chesapeake Regional Medical Center (CRMC). CRMC has historically provided necessary services to improve the health and wellbeing of Currituck County residents and for neighboring Northeastern North Carolina counties. CRMC has filled a primary care need in Currituck County for more than a decade, forging south of the state line into our county years before others would even consider it.

Heart disease is the leading cause of death in Currituck County, with a mortality rate that is 39% higher than the Commonwealth of Virginia. This is truly indicative of an access problem that could be alleviated by an expansion of cardiac services in Chesapeake, from preventive services to surgical intervention and rehabilitation. Additionally, the heart disease mortality rates of nearby North Carolina counties range from 10% - 38% above the state average for Virginia, which further proves that these counties would benefit greatly from the expansion of cardiovascular services at CRMC.

Currently, the closest open heart surgery program is located more than an hour away at Sentara Norfolk General Hospital. Without adequate cardiac care services in Northeastern North Carolina or nearby in Chesapeake, our residents are often sent to Norfolk, VA, or more distant facilities such as Greenville, NC, which may result in significant delays in care and less than optimal patient outcomes. This places an additional burden on Currituck Emergency Medical Services (EMS) due to longer transport times and time out of the county, as well as placing an additional burden of travel distance for family members of patients being treated at these outlying facilities. This is not a mere few patients, as our EMS currently fielded over 250 cardiac calls last fiscal year. Many of these patients are transported from the field to nearby Sentara Albemarle Hospital or CRMC and later must endure an additional transfer to another facility to receive the necessary level of care. Delayed care can mean loss of heart muscle function, possibly impacting a patient's likelihood of survival. Multiple transfers also result in an increased cost of care to the patient, with additional outpatient or inpatient procedures, testing, and follow up appointments now required at locations far beyond our county or neighboring city of Chesapeake. With cardiac services

offered at CRMC, patients from Currituck County would have a reduced transfer and more immediate access to lifesaving treatments at a much lower cost and reduced burden on family members.

Currituck County also relies on CRMC for EMS. Dr. Samantha Furia, employed by Chesapeake Regional Medical Group, serves as the Medical Director for Currituck EMS. We value her expertise and enjoy this very collaborative partnership. Through the support we receive, our EMS personnel are better prepared than ever to stabilize and transport patients. With initiatives in place today, and more planned for the future, our teams will continue to enhance the care and communication from the field to the hospital, resulting in a more expeditious transfer of care and improved patient outcomes.

Lastly, our residents not only want, but deserve to have a choice in the provision of cardiac care. Currituck residents trust CRMC for many of their health care needs and elect to return to CRMC time and again. An open-heart surgery program would be a tremendous asset to the rural communities in Northeastern North Carolina as patients and their families would have the ability to choose where to be treated for heart disease rather than being forced to seek treatment somewhere simply due to a lack of options.

It is imperative that you allow CRMC the opportunity to expand its services to include open heart surgery as quickly as possible. The residents of our county, and certainly those around us, are counting on CRMC to improve their health and wellbeing, provide critical services during times of crisis and continue its commitment to Currituck County for many years to come.

Sincerely,



Michael H. Payment  
Chairman, Board of Commissioners

CC: Currituck County Board of Commissioners





## CURRITUCK COUNTY NORTH CAROLINA

June 15, 2022

Minutes – Work Session of the Board of Commissioners

### CALL TO ORDER

The Board of Commissioners met at 4:30 PM in a Work Session to discuss and clarify salary and reclassification recommendations proposed for the Fiscal Year 2022-2023 county budget. The Work Session was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment opened the discussion at 4:34 PM.

### BUDGET DISCUSSION-CLASSIFICATION CHART REVISIONS AND SHERIFF'S DEPARTMENT SALARIES

Finance Director, Sandra Hill, and County Manager, Ike McRee, were asked to review changes to the salary classification chart and salary adjustments in the Phase 3 pay study, which were recommended for inclusion in the County's Fiscal Year 2022-2023 budget. Staff explained position shifts in the Classification Chart were due to the establishment of a \$15 minimum starting salary for employees, and comparisons between the old and new classification charts were reviewed as requested. Mr. McRee confirmed Cost of Living Adjustments were included in the new chart recommendations, and Ms. Hill explained the chart's color codes were used to denote whether a position was a reclassification, a pay study recommendation, or a new position. Commissioners discussed recommendations in the first two years of the pay study, and Commissioner Jarvis suggested the third year study may have been affected by inflationary pressures of the current job market. She recommended capping Phase 3 increases at 20 percent. Commissioner Mary Etheridge said she took issue with the highest recommended increases going to the highest paid employees. Ms. Hill said the classification chart was redone to avoid compression while accommodating Phase 3 pay study recommendations, a \$15 per hour minimum salary, and to provide for increases in the Sheriff's Office, and to maintain incentive programs for some departments. Ms. Hill said the new chart also cleans up inconsistencies existing in the old chart. Staff responded to questions related to salary compression, market data and comparables used for the study, and retirement contribution cost increases.

Communication: Minutes for June 15, 2022 Work Session (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)



At 5:20 PM, with discussion still in progress, Commissioner Mary Etheridge exited the meeting.

Commissioner Jarvis asked staff to prepare figures showing Phase 3 Pay Study recommendations with a 20 percent cap. Commissioners also asked staff to prepare a letter to explain to employees the new salary structure recommendations. Following discussion, a majority of Commissioners were supportive of approving the salaries as noted in the proposed classification chart. Commissioner Jarvis was opposed.

Chairman Payment recessed the Work Session from 5:37 PM until 5:42 PM.

Discussion resumed for a review of a revised salary proposal received from the Sheriff for employees of the Sheriff's Office.

Mr. McRee provided information on the County Manager proposed salaries, which the Sheriff was comfortable with when presented. The Sheriff's concerns with recruitment were recalled, and Mr. McRee said Human Resources is working to develop a recruitment plan for the Sheriff's Office. He said several vacancies had been filled under the current pay structure after positions were posted on the County website. Board members recalled individual conversations with the Sheriff regarding salaries. Rebecca Gay, Assistant to the County Manager, said the Sheriff's recent proposal would result in a \$278,000 increase over the Manager proposed budget.

Commissioner J. Owen Etheridge said he needs time to study the options. Mr. McRee said funding would need to be cut elsewhere if the Board chose to fund one of the Sheriff's proposals. Commissioners asked to see numbers for the Sheriff's initial proposal and set a follow-up Work Session for Monday, June 20, 2022, at 4:30 PM to continue discussion.

Discussion concluded and Chairman Payment moved to close the Work Session. Commissioner White seconded and the motion carried, 6-0. The Work Session concluded at 6:15 PM.



## CURRITUCK COUNTY NORTH CAROLINA

June 20, 2022

Minutes – Regular Meeting of the Board of Commissioners

### WORK SESSION - 4:30 PM

#### 1. Discussion of School Capacity for Tulls Creek Elementary

The Currituck County Board of Commissioners met in a Work Session at 4:30 PM to discuss and consider student capacities for the new Tulls Creek Elementary School. Capacity needs to be established so project design can move forward.

Assistant to the County Manager, Rebecca Gay, presented information requested at the June 6, 2022, work session on prototype design options that might be available through the Department of Public Instruction (DPI). She explained access to prototype designs for schools are no longer available on DPI's public-facing website and reviewed the process for the design and use of prototype schools. She said she does not believe the county would see any significant savings and would lose time, as the Board of Education would need to initiate and follow the design-bid-build process for a project. School Superintendent, Dr. Matt Lutz, was in attendance and said he is very pleased with the design-build process in progress. DPI recommended school capacities were presented, and Ms. Gay responded to questions posed by Commissioners related to core capacity and common spaces, and projected capacities relative to County growth. A document distributed to Board members showed construction costs based on square footage and capacity increases.

Discussion concluded and Commissioners chose to move forward with a design to accommodate a student capacity of 800 and a 920 core. Dr. Lutz was agreeable to the increase.

#### 2. Budget Discussion

Currituck County Finance Director, Sandra Hill, presented documents to show cost breakdowns for various pay structures that had been proposed by the Sheriff for Sheriff's Office employees. County Manager, Ike McRee, informed the Board that the Sheriff's latest proposal will cost an additional \$273,000 and require either budget cuts in other areas or a tax increase to cover the costs.

Commissioners considered budget proposals made by the Sheriff and compared each with the budget proposed by the County Manager. Recruitment, ensuring competitive wages for new hires, and compression issues were discussed, and the Board agreed they would need time to review the documents and figures before making a decision.

Communication: Minutes for June 20, 2022 (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

Ms. Hill responded to questions pertaining to the Phase 3 salary recommendations and associated costs of implementation. Staff clarified aspects of the Phase 1 and 2 pay study implementations. Employee reclassification recommendations, salary compression, employee longevity, and employer contributions to the 401K program were discussed. Salary increase percentages recommended in the first two phases of the pay study salary were compared with those recommended in Phase 3.

Commissioners spoke of the current employment market and the need to stay competitive in the area. It was noted the County had not performed a pay study since 2009. Concerns with the Phase 3 salary recommendations resulted in requests to see compression impacts if increases were capped at twenty percent, with associated costs of longevity.

As the Board was not yet ready to adopt a budget, a Work Session was scheduled for 4:30 PM on Monday, June 27th, to receive and review requested information. Chairman Payment asked Board members to pose questions to Ms. Hill prior to the Work Session.

### **Motion to Close Work Session**

Discussion concluded and Commissioner White moved to close the Work Session. Commissioner Jarvis seconded the motion. The motion carried, 7-0, and the Work Session concluded at 5:50 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### **6:00 PM CALL TO ORDER**

The Currituck County Board of Commissioners met at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for a regular meeting.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

Chairman Payment called the meeting to order and announced the earlier work sessions.



**A) Invocation & Pledge of Allegiance**

Commissioner Beaumont offered the Invocation and led the Pledge of Allegiance.

**B) Approval of Agenda**

Commissioner White moved to postpone considering adoption of the Currituck County Budget for Fiscal Year 2022-2023, Item A under New Business. Special Meeting items to consider adoption of the Fiscal Year 2022-2023 budgets for the Tourism Development Authority and Ocean Sands Water and Sewer District were also postponed. Budgets will be considered at 6:00 PM on Monday, June 27, 2022, when the Board reconvenes the June 20, 2022 meeting. The motion was seconded by Commissioner J. Owen Etheridge. The motion carried, 7-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**PUBLIC COMMENT**

***Please limit comments to matters other than those appearing on this agenda as a Public Hearing. Public comments are limited to 3 minutes.***

Chairman Payment opened the Public Comment period.

Tameron Kugler, Currituck County Travel & Tourism Director, announced the department received a semi-finalist grant award from the Z. Smith Reynolds Foundation for a public inclusive art project. The plan is to create a statue or monument honoring John Jasper White, also known as "Currituck Jack", an enslaved sailor during the Revolutionary War period.

No others were signed up nor wished to speak and the Public Comment period was closed.

**COMMISSIONER'S REPORT**

Commissioner J. Owen Etheridge thanked Travel & Tourism Director, Tameron Kugler, for organizing the recent Juneteenth celebration hosted at the Historic Jarvisburg Colored School.

Commissioner McCord recognized the work of Ms. Kugler and her staff after visiting a weekly Whalehead Cork and Craft event while working on the beach. He reported how busy the Corolla area is and encouraged people to be careful on the roads. He reported a recent law enforcement operation to curtail underage drinking resulted in several charges.

Commissioner Beaumont reported on the unruly behavior of recent visitors to Corolla and said a family oriented community was not evident last week. He suggested enforcement to ensure appropriate capacity and other restrictions are followed. He reported on a recent

structure fire in Harbinger, a head-on accident in Corolla that caused a County ambulance to roll, and an aircraft incident at the airport. He acknowledged all of our first responders and encouraged citizens to volunteer.

Chairman Payment reported attending the 4-H Northeast District Activity Day speech competition at Currituck County Middle School. He said twenty-two counties participated in the event, and he thanked all involved in putting it together. He also encouraged citizens to volunteer with their local fire departments.

Commissioner White spoke of the Board's work sessions and budget discussions and encouraged citizens to attend. He announced the upcoming meeting for continued budget discussions. He recognized Commissioner McCord and other law enforcement agencies for their work in Corolla and also touched on the behavior of recent visitors to the area. He recognized the many hours put in by Ms. Kugler and Tourism staff.

Commissioner Mary Etheridge, after undergoing surgery to remove possible cancer cells, reminded everyone to be sure to use sunscreen.

Commissioner Jarvis announced Meals on Wheels daily deliveries resumed on June 1 and encouraged people to contact the Senior Center to volunteer. She thanked all of the volunteer firefighters who responded to the recent structure fire in her Harbinger neighborhood and encouraged everyone to be safe on the roadways.

## COUNTY MANAGER/ATTORNEY REPORTS

County Manager, Ike McRee, announced a recycling award was received by the County, and he will relay more information when the details are received by Public Works.

## PUBLIC HEARINGS

### A. PB 22-08 Baxter Station:

#### APPLICATION SUMMARY

<b>Property Owner:</b> Jarvis Harvest LLC Charles T Busby PO Box 88 Maple NC 27956	<b>Applicant:</b> North-South Development Group LLC Justin Old 417D Caratoke Highway Moyock NC 27958
<b>Case Number:</b> 22-08	<b>Application Type:</b> Preliminary Plat/Use Permit
<b>Parcel Identification Number:</b> 0009000025A0000	<b>Existing Use:</b> Cultivated Farmland
<b>Land Use Plan Classification:</b> Full Service	<b>Parcel Size (Acres):</b> 53.5
<b>Moyock Small Area Plan Classification:</b> Full Service	<b>Zoning:</b> C-MXR
<b>Number of Lots:</b> 80	<b>Project Density:</b> 1.5 du/ac
<b>Required Open Space:</b> 16.1 ac (30%)	<b>Provided Open Space:</b> 20.4 ac (38%)

#### SURROUNDING PARCELS

	Land Use	Zoning
North	Commercial, Residential Subdivisions (Windswept Pines, Georgias Vineyard, etc.)	GB, AG, C-MXR
South	Residential Subdivision (Hidden Oaks)	C-SFM
East	Residential Subdivision (Baxter's Lane Estates)	C-SFM
West	7-Eleven Under Construction, Railroad	GB

The Board of Commissioners approved the C-MXR zoning for this development on November 1, 2021 (See Attached Order). The developer notes that the goal of the development is to build an age-restricted (55 and older) community of single-family dwellings that have an attractive design, with open space areas that are designed to enhance stormwater management. An additional goal is to make improvements to existing drainage facilities in order to improve drainage in the neighborhood.

The development is shown to be completed in two phases with 41 lots in Phase 1 and 39 lots in Phase 2. It is also important to note that the Conditions of Approval from the November 1, 2021, Board of Commissioners' order mentioned above shall be met prior to a final plat approval.



INFRASTRUCTURE	
<b>Water</b>	County Water
<b>Sewer</b>	Individual on-site septic systems
<b>Transportation</b>	Pedestrian: Sidewalks along both sides of new streets and throughout a community garden. Street crossings as required.
	Connectivity Score: Minimum = 1.4 Proposed = 2
<b>Stormwater/Drainage</b>	See "Stormwater" below.
<b>Design Standards</b>	As part of Conditional Zoning, BOC approved seven model homes elevations with distinct design standards and an amenity plan specifically designed for the community. (See Attached)
<b>Lighting</b>	None proposed.
<b>Required Landscaping</b>	Type B Bufferyard along southern and eastern property lines; Street trees; Vehicular use area landscaping at parking area for CBU (cluster mailbox unit) and dog park.
<b>Parking</b>	CBU and dog park with one handicap accessible space at CBU
<b>Recreation and Park Area Dedication</b>	\$53,927.36 payment-in-lieu of recreation and park area dedication will be due prior to final plat approval.

#### COMMUNITY MEETING

The developer held a community meeting on March 22, 2022 at the Moyock Library. There were approximately nine people in attendance. Most of the questions were regarding drainage concerns, start date, culvert replacement under Baxter Lane, traffic, and house type. A community meeting summary prepared by the applicant is attached to this staff report.

#### SCHOOLS

The use of the property shall be limited by restrictive covenants, conditional zoning, and condition of approval of this request to an age-restricted residential community where all units are occupied by occupants 55 years of age or older; therefore, school capacity is not relevant. However, should the community remove the age restriction from its covenants, an amended preliminary plat/special use permit will be required to address adequate public facilities and all other requirements of the Unified Development Ordinance, Land Use Plan, Moyock Small Area Plan, etc. As shown on the below chart, there are adequate public facility concerns regarding school capacity should the development allow school age children to occupy dwelling units. It should be noted that the chart does not take into account the expansion of Moyock Elementary or the proposed Tulls Creek Elementary School. Estimating additional capacity at the new school is not possible at this time until school size is finalized and already committed capacity is calculated.

ADEQUATE PUBLIC FACILITIES – SCHOOLS <sup>1</sup>			
School	2021-2022 Actual Capacity <sup>2</sup>	Committed Capacity <sup>3</sup>	Proposed Capacity Changes
			Number of Students
Moyock Elementary	132%	135%	+20
Shawboro Elementary	101%		
Central Elementary	99%		
Moyock Middle	95%	93%	+6

Currituck Middle	63%		
Currituck High	83%	100%	+11
JP Knapp Early College	80%		

<sup>1</sup>Does not include minor subdivisions, exempt subdivisions, and subdivisions approved prior to the adoption of the adequate public facilities ordinance (October 1994)

<sup>2</sup>Capacity percentages are based on 2021-2022 school year classroom standards and Apr 1, 2022 enrollment

<sup>3</sup>Capacity percentages are based on the 2021-2022 school year classroom standards and Apr 1, 2022 enrollment

### STORMWATER

It is acknowledged by the Currituck Soil and Stormwater Manager that this area of the county receives a high number of stormwater complaints and has stormwater issues. The developer states in his application that based on modeling of the Baxter Lane ditch to its outlet on Jarvis Landing property, he will make improvements to the Baxter Lane ditch along the Baxter Station property boundary, including widening, deepening, laying back side slopes and putting on proper grade. These improvements are to be completed prior to recording the first phase of the development. He will also record an easement along the Baxter Station part of the ditch to provide access for ongoing maintenance. He will include a provision in the Baxter Station HOA covenants that clarifies that the HOA will have the responsibility to maintain the Baxter Lane ditch through the subdivision at least annually, and budget for funding within the HOA dues structure to assure that ongoing maintenance is funded. The developer will model Baxter Station to manage the 100-year storm event and provide stormwater storage, including berms as necessary, to prevent runoff from Baxter Station during the 100-year storm event from adversely impacting offsite properties.

Also, if Currituck County is able to obtain the necessary right of entry agreements, the developer will replace the existing undersized culvert at Baxter Lane Extension with the properly sized culvert, set at the proper grade. Additionally, another undersized culvert has been identified along Baxter Lane downstream of the site and the developer will also replace this pipe with a properly sized culvert if Currituck County is able to obtain a right of entry agreement for this property.

The Currituck Soil and Stormwater Manager agrees that implementation of this plan should improve drainage for neighboring properties compared to existing conditions.

### TRANSPORTATION

The roads will be built to NCDOT design and construction standards and will meet applicable NC Fire Codes. The main subdivision entrance will be connected to Baxter Lane and located directly across from the entrance to Windswept Pines. A secondary entrance as required by the UDO is provided to Baxter Lane. The required connection to Hidden Oaks to the south is also shown.

### WASTEWATER

Albemarle Regional Health Services evaluated the 80 lots and classified each as "Unsuitable" for a conventional septic system. Ralph Hollowell submitted a letter dated July 15, 2021 (See Attached), stating that:

- *The soils are typical for the coastal plains of Eastern NC*
- *The site would need 24 inches of fill material (sand) – It will need to be done the same as property located across the road.*
- *The large ditch along the highway will be cleared and sloped to improved drainage.*

- *The septic systems will be backfilled and installed in accordance to the attached drawings.*
- *All lots will be required to join the public Management Entity and inspected/monitored at least once a year.*
- *Note: this will include all drainage.*

#### 2006 Land Use Plan

With the November 1, 2021, conditional zoning of the property to C-MXR, the BOC automatically amended the Land Use Plan to change this property's designation from Rural to Full Service within the Moyock Subarea. The Full Service designation is now consistent with the 2006 Land Use Plan and the Moyock Small Area Plan and this request is appropriate in the Full Service designation.

#### Moyock Small Area Plan

The Moyock Small Area Plan identifies this site as Full Service. Full Service designations are focal points in the community where high amounts of activity occur. Typical densities in Full Service designations range from 1.5-3 units per acre depending on surrounding land uses. This development proposes a density of 1.5 units per acre.

### STAFF REVIEW

#### TECHNICAL REVIEW COMMITTEE

The Technical Review Committee (TRC) reviewed the application and provided the following comments:

1. The applicant *has* demonstrated that the purposed use will meet the special use permit review standards of the UDO.
2. Outstanding TRC comments:
  - a. Please update or schedule conversation for replacement of end of street culvert under private portion of Baxter Lane with Dylan Lloyd and Dave Spence (Dylan Lloyd).
  - b. That it be made clear through a condition of approval that if the development ceases to participate in an age-restricted community, an amended preliminary plat/special use permit is required.

### SPECIAL USE PERMIT REVIEW STANDARDS

Following an evidentiary hearing, the board shall decide if the application is in accordance with Section 2.3.10, Decision-Making Body Review and Decision, and Section 2.4.6.D, Special Use Permit Review Standards. It is the burden of the applicant to provide evidence to address the Review Standards. The applicant's findings can be found in the attached application.

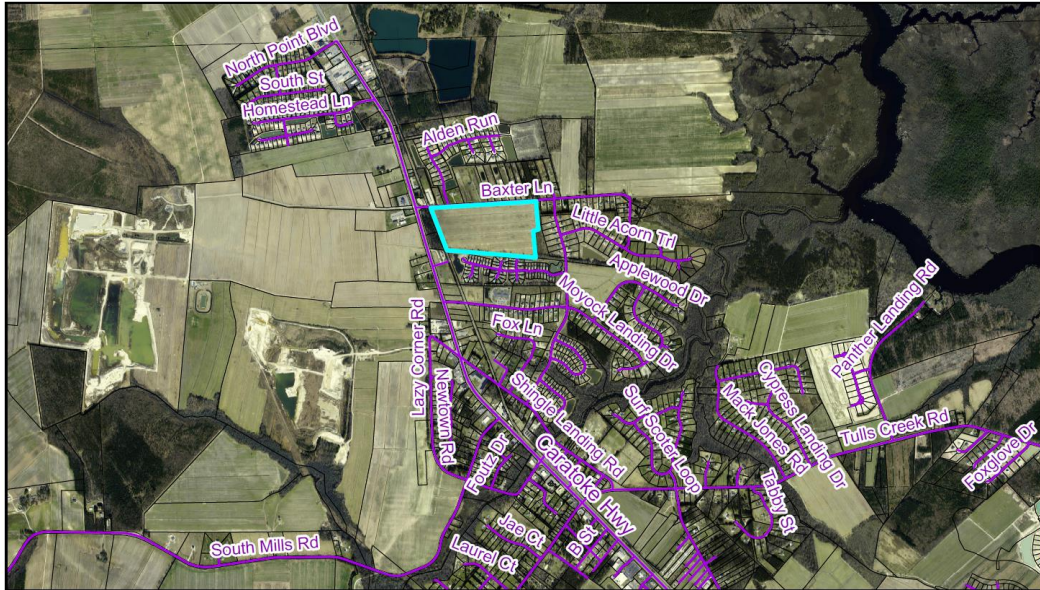
#### Special Use Permit Review Standards

A special use permit shall be approved on a finding that the applicant demonstrates the proposed use will:

1. Not endanger the public health or safety.
2. Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.
3. Be in conformity with the Land Use Plan or other officially adopted plan.
4. Not exceed the county's ability to provide adequate public facilities, including but not limited to schools, fire and rescue, law enforcement, and other county facilities.



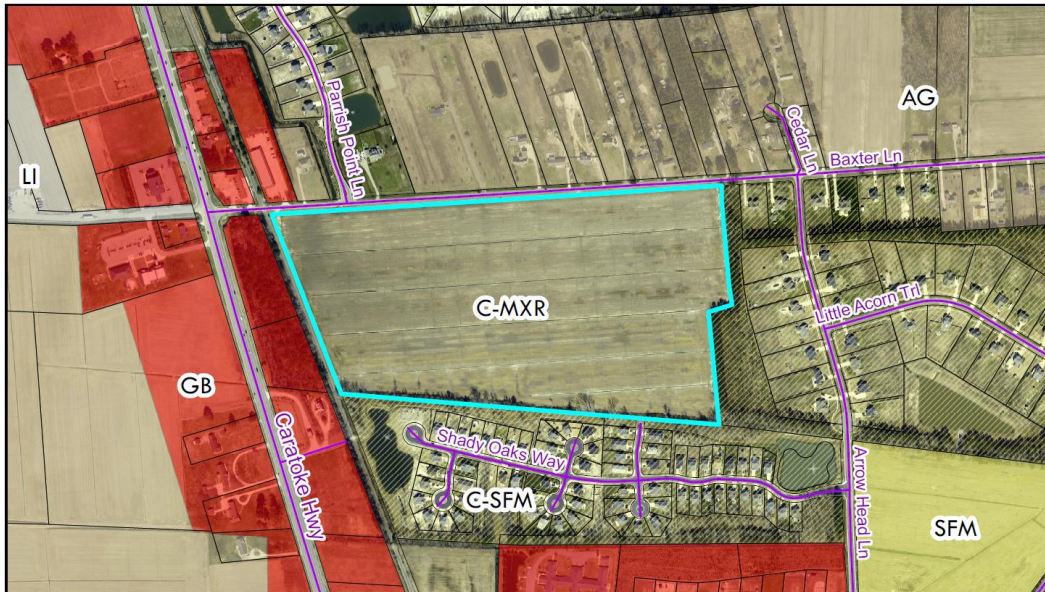
Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.



PB 22-08 Baxter Station  
Preliminary Plat/SUP  
Context Map



Currituck County  
Planning and  
Community Development



PB 22-08 Baxter Station  
Preliminary Plat/SUP  
Zoning



Currituck County  
Planning and  
Community Development

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PB 22-08 Baxter Station  
Preliminary Plat/SUP  
2020 Aerial Photo



Currituck County  
Planning and  
Community Development



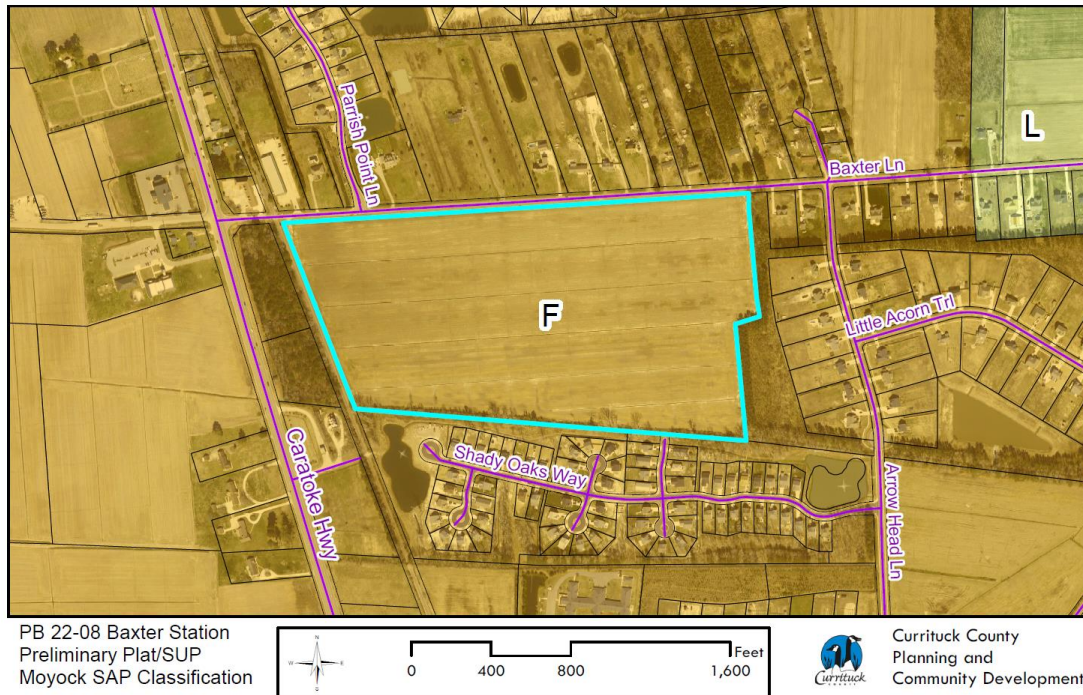
PB 22-08 Baxter Station  
Preliminary Plat/SUP  
LUP Classification



Currituck County  
Planning and  
Community Development

Communication: Minutes for June 20, 2022 (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)





Parties to testify were sworn in and County Manager/Attorney, Ike McRee, reviewed the tenets of quasi-judicial proceedings, which require the Board to make decisions based only on the expert testimony provided at the hearing.

Kevin Kemp, Currituck County Development Services Director, summarized the staff report for Commissioners. Using a powerpoint, Mr. Kemp presented maps of the site location and surrounding parcels, and reviewed existing land uses and zoning. The site plan was presented and included an overview of stormwater, utilities, and transportation infrastructure. County Land Use Plan and Moyock Small Area Plan consistency statements, review standards, and Technical Review Committee (TRC) outstanding comments were presented.

Mr. Kemp responded to questions pertaining to the age restriction for the proposed subdivision and what would be required to change the covenants. Mr. Kemp confirmed no one under 55 years of age may live in the development, and the applicant would need to come back to the Board for approval to remove those restrictions.

Commissioner Mary Etheridge asked about the homes that were approved in the conditional zoning and how much leeway is given for elevation changes. Mr. Kemp said the style and aesthetic is what is typically looked at rather than the number of bedrooms.

Jamie Schwedler, Attorney for the applicant, addressed the Board of Commissioners and introduced witnesses to testify. Witness affidavits were distributed to Commissioners.

Mark Bissell, Professional Engineer, responded to questions posed by Ms. Schwedler and was tendered as an expert witness. Mr. Bissell used a powerpoint and presented an overview of the project, including the site plan and amenities. Mr. Bissell confirmed

additional conditions that included ditching improvements and culvert replacements, as well as agreeing to return to amend the zoning if the age restriction is lifted. Mr. Bissell and the Board discussed the lengthy process that would need to be worked through for both the applicant and the Homeowners Association if the age restrictions were to be amended or lifted. Mr. Bissell reviewed stormwater modeling and design and highlighted utilities and other infrastructure at the site, which will have county water and individual septic systems.

Findings of fact were presented to demonstrate consistency with the County Land Use Plan, Moyock Small Area Plan, and the County's Unified Development Ordinance (UDO). Mr. Bissell concluded the use is compatible with the surrounding lands, will not have impacts to health or safety and will not impact schools due to the age restrictions. Mr. Bissell responded to questions posed by the Board, and his affidavit was entered into the record as Exhibit 1.

Aaron Goodman, Manager of age-restricted communities, was tendered as an expert witness and responded to several questions posed by Ms. Schwedler. Mr. Goodman discussed processes for age verification and enforcement for age-restricted communities. He testified that it is likely the subdivision will have less of an impact on county facilities compared to other communities. In addition to schools, he cited less travel on roads, and less water use and septic demand because of lower home occupancy. Mr. Goodman said it is difficult for residents to remove age restrictions in these communities, and it is more common for residents to report their neighbors for violations. Mr. Goodman responded to questions from Commissioners, and his affidavit was accepted into the record as Exhibit 2.

Hunter Howell, Licensed North Carolina Real Estate Appraiser, was tendered as an expert witness. Mr. Howell reviewed his preparation, methodology and analysis of the subject property to provide his assessment and noted no negative impacts on surrounding properties of age-restricted communities he studied. He discussed comparables and concluded the project is cohesive with the development pattern, is in harmony with the area, and will not injure the value of adjoining or abutting lands. Mr. Howell responded to questions related to possible impacts of current economic conditions. Mr. Howell's affidavit was admitted into the record as Exhibit 3.

Ms. Schwedler summarized the witness testimony and reiterated the findings of fact required by the UDO: The use will not affect the public health or safety; will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located; is in conformity with the Land Use Plan or other officially adopted plans; and will not exceed the county's ability to provide adequate public facilities. She said substantial evidence has been presented to support issuance of the permit.

Prior to Public Hearing, Dylan Lloyd, Stormwater Manager, was asked to report on area drainage and securing permissions from private property owners to allow entry for drainage improvements. Applicant, Justin Old, confirmed that a demand does exist for 55 and older housing communities.

Chairman Payment opened the Public Hearing.

Richard Truan, property owner at 151 Baxter Lane, discussed stormwater issues that exist in the area. He described flooding on his land caused by overflowing ponds in Windswept Pines subdivision and backflow from ditching. He said the problem began when Phase II of Windswept Pines was built, and overflow happens with a four inch rain. Mr. Truan shared photos of flooding and overgrowth in ditching with Commissioners.

Ms. Schwedler had no questions but generally objected to the comments.

Mr. Lloyd responded to questions posed by Ms. Schwedler. He described his visits to the Truan property to observe flooding issues and confirmed the referenced ponds were developed as permitted in the UDO at the time. Mr. Old said the location of the ditch shown in the photos is six acres away from Mr. Truan's property. Mr. Truan said flooding on his property is from the pond because the ditch is overflowing and the pond cannot drain. Mr. Bissell, when asked, said he believes the photos were taken prior to the ditch being cleaned out.

No others were signed up nor wished to speak and the Public Hearing was closed.

Ms. Schwedler, in closing, said the burden has been met, competent expert testimony has been presented to support the findings of fact, and respectfully requested Board approval of the permit.

Commissioner White moved for approval of PB 22-08: Baxter Station, Preliminary Plat/Special Use Permit, because the applicant has demonstrated the proposed use meets the special use permit review standards of the Unified Development Ordinance (UDO). Included are the conditions offered verbally during testimony and included in the agenda packet under C-MXR zoning conditions previously approved by the Board.

The use will not endanger the public health or safety. Stormwater upgrades are being provided with a one-hundred year storm implementation. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located. The use will be in conformity with the Land Use Plan or other officially adopted plans. Specific policies in the 2006 Land Use Plan include Policy FLU1, AG6 (Cluster or village-like homes), and Policy HN1 (Appropriate densities). Policies in the 2014 Moyock Small Area Plan include Policy TR2 (Interconnectivity) and Policy IS4 (Runoff). The use will not exceed the county's ability to provide adequate public facilities.

Commissioner J. Owen Etheridge seconded the motion. The motion carried, 7-0.

A recess was called at 8:01 PM. Chairman Payment reconvened the meeting at 8:11 PM.



<b>RESULT:</b>	<b>MOTION PASSED-ITEM APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

## NEW BUSINESS

### A. Consideration for Adoption of the County Budget for Fiscal Year 2022-2023

Adoption of the county budget was removed from the June 20, 2022 agenda and will be considered when the meeting reconvenes at 6:00 PM on Monday, June 27, 2022.

### B. Consideration for Approval of Design Proposal for Tulls Creek Elementary School and Authorize County Manager to Execute Contracts

County Manager, Ike McRee, reviewed the item which was removed from consideration at the last meeting to allow time for Board discussion of school capacities. After the earlier Work Session, Commissioners agreed to increase capacity from the original design to allow for 800 students with a 920 core. A revised document noting the increased design fees to accommodate the larger capacities, in the amount of \$3,352,470.56, was distributed for Board review. Staff recommended approval.

Commissioner Jarvis moved for approval of the contracts with an 800 average daily membership capacity and a 920 core capacity. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### C. Consideration of an Amendment to the Board of Commissioners Rules of Procedure to Provide for a Reading of a Code of Ethics Statement at Each Meeting

Ike McRee, County Manager, reviewed discussion at the last meeting and the Board's request for revisions to the proposed language in the ethics statement. Mr. McRee reviewed the changes. Following discussion, Commissioners requested statutory language pertaining to a Commissioner's "duty to vote" be included in the statement. Mr. McRee agreed to revise the language and forward to Board members for consideration when the meeting reconvenes on Monday, June 27, 2022.

#### **D. PB 22-09 Currituck County - Imagine Currituck 2040 Vision Plan: Consider Adoption of the Future Land Use Plan, Imagine Currituck 2040 Vision Plan**

Development Services Director, Kevin Kemp, presented the Imagine Currituck Land Use Plan update. He provided a brief overview of the timeline and process used to develop the plan and discussed state requirements for Coastal Counties to adopt a Land Use Plan. Mr. Kemp said the Land Use Plan must be adopted prior to July 1, 2022, to meet requirements of North Carolina General Statute 160-D and to allow the County to apply its zoning laws. The Planning Board recommended approval at their June 14, 2022 meeting.

Chairman Payment opened the Public Hearing. No one was signed up nor wished to speak and the Public Hearing was closed.

Commissioner Jarvis moved to approve the Imagine Currituck Land Use Plan. The motion was seconded by Commissioner White. The motion carried, 7-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

#### **E) Board Appointments**

Commissioner White announced the names of individuals newly appointed or reappointed to Advisory Boards. Commissioner White moved for approval of the nominees and Commissioner J. Owen Etheridge seconded the motion. The motion carried, 7-0, and the nominees were approved.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

##### **1. ABC Board**

Chris Bell was approved for reappointment to the ABC Board by Consensus to serve a full, three-year term expiring September 1, 2024.

##### **2. Animal Services and Control Advisory**

The following members were approved for reappointment by Consensus to serve a third, two-year term expiring May, 2024.

- Brenda Parrish
- Donna Corbo
- Michael Shannon

### 3. Fire and EMS Advisory

The following nominees were approved by Consensus to serve on the Fire and EMS Advisory:

Reappointment: Tim Bostaph (Corolla Fire Representative) 1st, 2-year term expiring May, 2024

Reappointment: Ed Yamiolkowski (Knotts Island Representative) 1st, 2-year term expiring May, 2024

Bradley Antons: New appointment (Citizen Representative) Unexpired term ending May, 2024.

### 4. Game Commission

The following nominees were approved to serve on the Game Commission:

Commissioner Jarvis nominated Janet Rose Ross to serve a full term ending June, 2024.

Commissioner White nominated Mike Cason to serve a full term ending June, 2024.

### 5. Land Transfer Tax Appeals Board

Commissioners approved the following nominees for reappointment to the Land Transfer Tax Appeals Board:

Richard Williams	Third Term Expiring June, 2026 (Commissioner White)
Carl Wolfe, Jr.	1 <sup>st</sup> Full Term Expiring June, 2024 (Commissioner Jarvis)
Manly West	Third Term Expiring June, 2024 (Commissioner Payment)
Jerry Forbes	Third Term Expiring June, 2026 (Commissioner J. Owen Etheridge)
John Messina	Third Term Expiring June, 2026 (Commissioner McCord)
Chris Bell	1 <sup>st</sup> Full Term Expiring June, 2024 (Commissioner Mary Etheridge)

### 6. Ocean Sands N/Crown Point Watershed District Advisory

Commissioners, by Consensus, approved the following nominees for reappointment to the Ocean Sands N/Crown Point Watershed District Advisory:

- Robert Peters 2<sup>nd</sup> Term ending June 6, 2024
- Terry Anderson 3<sup>rd</sup> Term ending June 6, 2024
- Charles Winslow 1<sup>st</sup> Full Term ending June 6, 2024



- Joseph Cassidy 2<sup>nd</sup> Term ending June 6, 2024

## 7. Senior Citizens Advisory

Commissioner Jarvis nominated Roberta Defenbaugh for reappointment to the Senior Citizens Advisory. Ms. Defenbaugh was approved to serve a second, two-year term expiring February, 2024.

## 8. Whalehead Stormwater Service District Advisory

George Mears was approved for reappointment to the Whalehead Stormwater Service District Advisory to serve a full, two-year term expiring January, 2024.

## F) Consent Agenda

Commissioner Mary Etheridge moved for approval of the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried, 7-0.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>SECONDER:</b>	Selina S. Jarvis, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

## 1. Budget Amendments

20220146		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
55818-590010	Mainland Water Plant Expansion	\$ 500,000	
55390-495610	T F - Mainland H2O Sys Dev Fees		\$ 500,000
610818-587055	T T - Mainland H2O Construction	500,000	
610390-499900	Retained Earnings Appropriated		500,000
		<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>
<b>Explanation:</b>	Mainland Water Construction (55818): Mainland Water System Developmental Fees (610818) - Increase appropriations for design of Mainland Water Plant Expansion.		
<b>Net Budget Effect:</b>	Mainland Water Construction Fund (55) - Increased by \$500,000.		
	Mainland Water System Development Fee Fund (610) - Increased by \$500,000.		

Communication: Minutes for June 20, 2022 (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

	20220147		Debit		Credit
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>				
56868-590010	SOBWS Water Plant Expansion	\$	500,000		
56390-495660	T F - SOBWS H2O Sys Dev Fees			\$	500,000
660360-472000	SOBWS Sys Developmental Fees				500,000
660868-587056	T T - SOBWS Construction		500,000		
		\$	1,000,000	\$	1,000,000
<b>Explanation:</b>	So Outer Banks Water Construction (56868): So Outer Banks Water System Developmental Fees (660868) - Increase appropriations for design of Southern Outer Banks Water Plant Expansion.				
<b>Net Budget Effect:</b>	SOBWS Construction Fund (56) - Increased by \$500,000. So Outer Banks Water System Development Fee Fund (660) - Increased by \$500,000.				
	20220148		Debit		Credit
			Decrease Revenue or Increase Expense		Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>				
10530-507000	Retirement Expense	\$	81,957		
10530-506000	Health Insurance Expense			\$	81,957
		\$	81,957	\$	81,957
<b>Explanation:</b>	Emergency Medical Services (10530) - Transfer budgeted funds from health insurance to retirement expense within the EMS budget for increased retirement cost for current fiscal year. Funds are available in health insurance costs due to vacancies and employees that decline County insurance.				
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.				

20220149		Debit	Credit
Account Number	Account Description	Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
10510-531000	Fuel	\$ 22,000	
10510-506000	Health Insurance		\$ 22,000
10512-531000	Fuel	\$ 1,500	
10512-506000	Health Insurance		\$ 1,500
10540-531000	Fuel	\$ 1,200	
10540-506000	Health Insurance		\$ 1,200
10795-531000	Fuel	\$ 1,000	
10795-506000	Health Insurance		\$ 1,000
10541-502000	Salaries - Regular	\$ 3,500	
10541-507000	Retirement	\$ 700	
10541-502100	Salaries - Overtime		\$ 4,200
10530-503500	Temporary Services	\$ 10,000	
10530-511000	Telephone & Postage	\$ 2,000	
10530-531000	Fuel	\$ 18,000	
10340-450000	Ambulance Service		\$ 30,000
10606-516000	Repairs & Maintenance	\$ 1,000	
10606-516200	Vehicle Maintenance		\$ 800
10606-511000	Telephone & Postage		\$ 200
10660-531000	Fuel	\$ 1,000	
10660-506000	Health Insurance		\$ 1,000
61818-531000	Fuel	\$ 3,800	
61818-532000	Supplies	\$ 1,000	
61360-470000	Utilities Charges		\$ 4,800
66868-531000	Fuel	\$ 2,700	
66868-557100	Software License Fees	\$ 3,900	
66868-506000	Insurance Expense		\$ 6,600
67878-545100	Credit Card Fees	\$ 1,000	
67878-506000	Health Insurance		\$ 1,000
220548-516015	Repairs & Maintenance - KI	\$ 1,500	
220548-506000	Health Insurance		\$ 1,500
		<u>\$ 75,800</u>	<u>\$ 75,800</u>
<b>Explanation:</b>	Various Departments - Transfer budgeted line items for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Operating Fund (10) - Increased by \$30,000.		
	Mainland Water (61) - Increased by \$4,800.		
	Southern Outer Banks Water (66) - No change.		
	Mainland Sewer (67) - No change.		
	Knotts Island Fire (220) - No change.		



20220150		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
210546-511006	Telephone & Postage		\$ 1,958
210546-513006	Utilities	\$ 1,277	
210546-514506	Travel/Train/Educ	\$ 280	
210546-516006	Repairs & Maintenance		\$ 245
210546-516106	Buildings & Grounds		\$ 1,391
210546-531006	Fuel	\$ 2,652	
210546-532006	Supplies	\$ 3	
210546-532106	Fire Supplies	\$ 199	
210546-536006	Uniforms		\$ 178
210546-545000	Contracted Services		\$ 249
210546-553006	Dues & Subscriptions	\$ 108	
210546-561006	Professional Services		\$ 450
210546-590006	Capital Outlay		\$ 48
		<u>\$ 4,519</u>	<u>\$ 4,519</u>
<b>Explanation:</b>	Corolla Vol Fire (210546) - Transfer budgeted funds for operations for the remainder of this fiscal year.		
<b>Net Budget Effect:</b>	Corolla Fire District (210) - No change.		

20220151		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
Account Number	Account Description		
12541-554005	Insurance - Lower Currituck VFD	\$ 1,950	
12541-545000	Contract Services		\$ 1,950
		<u>\$ 1,950</u>	<u>\$ 1,950</u>
<b>Explanation:</b>	Fire Services (12541) - Transfer funds for increase in Lower Currituck VFD insurance premiums.		
<b>Net Budget Effect:</b>	Fire Services Fund (12) - No change.		

20220152		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
10540-590000	Capital Outlay	\$ 5,000	
10540-506000	Health Insurance		\$ 5,000
10660-590000	Capital Outlay	\$ 28,000	
10660-506000	Health Insurance		\$ 15,000
10660-540000	Worker's Comp		\$ 207
10660-557000	Refunds		\$ 500
10660-561000	Professional Services		\$ 12,293
		\$ 33,000	\$ 33,000
<b>Explanation:</b>	Inspections (10540); Planning (10660) - Transfer budgeted funds for vehicle purchases, tax and tags, and striping. The County was notified that the production has not started for vehicles ordered earlier this year; however, there are vehicles currently on the lot with similar specs.		
<b>Net Budget Effect:</b>	Operating Fund (10) - No change.		

## 2. Project Ordinance-Mainland Water Plant Expansion

### COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is the design phase expansion of the Mainland Water Plant.

**SECTION 2.** The following amounts are appropriated for the project:

SOBWS Plant Expansion 2022 \$ 500,000

\$ 500,000

**SECTION 3.** The following funds are available to complete this project:

Transfer from SOBWS Operating Fund	\$ 500,000
	<u>\$ 500,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

#### **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 20<sup>th</sup> day of June 2022.

### **3. Project Ordinance-Southern Outer Banks Water Plant Expansion**

## **COUNTY OF CURRITUCK CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Currituck County Board of Commissioners, North Carolina that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**SECTION 1.** The project authorized is the design phase expansion of the Southern Outer Banks Water Plant.

**SECTION 2.** The following amounts are appropriated for the project:

SOBWS Plant Expansion 2022	\$ 500,000
	<u>\$ 500,000</u>

**SECTION 3.** The following funds are available to complete this project:

Transfer from SOBWS Operating Fund	\$ 500,000
	<u>\$ 500,000</u>

**SECTION 4.** The Finance Director is hereby directed to report, on a quarterly basis, on the financial status of each project element delineated in Section 2 above.

#### **SECTION 5. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the fund as contained herein under the following conditions:

- a. He may transfer amounts between object line items within the fund up to One Thousand dollars (\$1,000).

#### **SECTION 6. CONTRACTUAL OBLIGATIONS**

The County Manager is hereby authorized to execute contractual documents under the following conditions:

- a. He may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- b. He may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- c. He may execute contracts, as the lessor or lessee of real property, which are of a



duration of one year or less which are within the budgeted departmental appropriations.

## **SECTION 7. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this capital project ordinance for administration of the budget and for the accounting system.

ADOPTED this 20<sup>th</sup> day of June 2022.

### **4. Approval for Commissioner J. Owen Etheridge to attend the NCACC Annual Conference, August 11-13, 2022, Cabarrus County.**

### **5) Approval Of Minutes-June 6, 2022**

#### **1. Minutes for June 6, 2022**

## **RECESS REGULAR MEETING**

Chairman Payment recessed the regular meeting of the Board of Commissioners at 8:28 PM to convene a Special Meeting of the Tourism Advisory Board.

## **SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY**

The Board of Commissioners held a Special Meeting sitting as the Tourism Development Authority during a recess of the 6:00 PM regular meeting of June 20, 2022. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering Tourism Event grant award recommendations. The meeting was called to order at 8:28 PM.

### **Consideration for Approval of Event Grant Award Recommendations**

Commissioner White moved for approval of the Tourism Event Grant Award recommendations. Commissioner Jarvis seconded the motion. The motion carried, 7-0.

Approved funding (of the \$100,000 event grant funding for the year):

Communication: Minutes for June 20, 2022 (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

Event	Organization	Season	Location	Request Frequency	Recommended Award
Knotts Island Peach Festival	Knotts Island Ruritans	Summer 2022	Knotts Island	2 <sup>nd</sup> year request	\$20,000
Cars & Canibus	Strang Enterprises	Fall 2022	Eagle Creek Golf	1 <sup>st</sup> year request	\$ 5,000
Currituck Arts Festival	Currituck County Arts Council	Fall 2022	Moyock Library	1 <sup>st</sup> year request	\$ 5,000
Currituck Wildlife Festival	Coinjock Ruritans	Fall 2022	Currituck County HS	1 <sup>st</sup> year request	\$20,000
Harvest Market	Martin Farm & Winery	Fall 2022	Knotts Island	1 <sup>st</sup> year request	\$10,000
Corolla Christmas Village	Twiddy & Company	Winter 2022	Knotts Island	2 <sup>nd</sup> year request	\$20,000
Peach Blossom Market	Martin Farm & Winery	Spring 2023	Knotts Island	2 <sup>nd</sup> year request	\$10,000
<b>Total</b>					<b>\$90,000</b>

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Bob White, Commissioner  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### Consideration for Adoption of the Tourism Development Authority Budget for Fiscal Year 2022-2023

Adoption of the Tourism Development Authority budget was removed from the June 20, 2022 agenda. The June 20, 2022 regular meeting will reconvene at 6:00 PM on Monday, June 27, 2022, and once adjourned, Commissioners will convene a Special Meeting to consider the Tourism Development Authority Annual Budget for Fiscal Year 2022-2023.

### ADJOURN TDA

There was no further business and Commissioner White moved to adjourn. Commissioner Beaumont seconded the motion. The motion carried, 7-0, and the meeting of the Tourism Development Authority concluded at 8:29 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob White, Commissioner
<b>SECONDER:</b>	Paul M. Beaumont, Vice Chairman
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### **SPECIAL MEETING-OCEAN SANDS WATER & SEWER DISTRICT BOARD**

The Special Meeting of the Ocean Sands Water & Sewer District Board was cancelled.

#### **Consideration for Adoption of the Ocean Sands Water and Sewer District Budget for Fiscal Year 2022-2023**

Adoption of the Ocean Sands Water and Sewer District budget was removed from the June 20, 2022 agenda. The Board will reconvene the June 20, 2022 regular meeting at 6:00 PM Monday, June 27, 2022, and following adjournment, Commissioners will sit as the OSWSD Board in a Special Meeting to consider adoption of the OSWSD Annual Budget for Fiscal Year 2022-2023.

### **ADJOURN OSWSD BOARD AND RECONVENE REGULAR MEETING**

#### **CLOSED SESSION**

The regular meeting of the Board of Commissioners reconvened at 8:29 PM for a Closed Session.

#### **Closed Session Pursuant to G.S. 143-318.11(a)(3) to Consult with the County Attorney and Preserve the Attorney-Client Privilege in the Matter Entitled Ayers v. Currituck County Department of Social Services**

Chairman Payment entered the Board into a Closed Session pursuant to G.S. 143-318.11(a)(3) to consult with the County Attorney and preserve the attorney-client privilege in the matter entitled Ayers v. Currituck County Department of Social Services.

#### **RECESS REGULAR MEETING**

The Board returned from Closed Session at 8:48 PM and Chairman Payment recessed the Regular meeting of the Board. The meeting was set to reconvene on Monday, June 27, 2020, at 6:00 PM, with a Work Session scheduled beforehand to discuss remaining budget items.



**CURRITUCK COUNTY  
NORTH CAROLINA**

June 27, 2022

Minutes – Regular Meeting of the Board of Commissioners

**WORK SESSION-4:30 PM**

The Board of Commissioners met at 4:30 PM in a Work Session to review additional information requested at previous work sessions related to salary items that remained undecided in the County budget. Chairman Payment opened the work session at 4:32 PM.

**Budget Discussion**

County Manager, Ike McRee, reviewed salary proposals for the Sheriff's Office and cost increases over what was included in the County's proposed budget. He said if the Board wants to go with an alternate proposal, Sheriff Beickert agreed to cut his Capital Outlay budget to fund the salaries. A majority of Commissioners agreed to accept a Sheriff's proposal requiring an additional \$273,390. Commissioner Mary Etheridge wanted to stay with salaries proposed by the County Manager.

Commissioners shifted to discussion of a Pay Study that was performed for the County and resulting recommendations. Employees included in the final Phase 3 salary study included top tier employees and Department Heads. Commissioners received documents with information requested in earlier work sessions pertaining to study recommendations.

Commissioner Jarvis and Commissioner Mary Etheridge recommended capping Phase 3 salary recommendations at 20%. Commissioner Jarvis said the resulting salaries are in line with the proposed salaries for the positions if total compensation is included. Staff analysis confirmed a cap at 20% would not create compression issues for departments. Concerns were raised that employees in Phase 3 of the study may feel unfairly treated because Phase 1 and Phase 2 of the study were implemented in full. Longevity was discussed, and Commissioners expressed the importance of following procedures and requiring employees be given a performance evaluation before receiving a longevity increase, and revisions to the longevity policy may be considered going forward. Commissioners recommended implementation of evaluation procedures for Department Heads, to include training on how to perform employee evaluations. They encouraged presentation of an annual benefits review for employees.

Commissioners considered the salary recommendation for Assistant County Manager, and after discussion, chose to reduce the position to a grade 109 in the Salary Classification chart.

Commissioners discussed the increases recommended for some of the positions, and it was suggested that the high percentages could be because a pay study had not been

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)



done since 2009. Commissioner Jarvis and Commissioner Mary Etheridge reiterated a 20% cap is fair and will still provide substantial increases. Commissioner Jarvis stressed the Board's need to be careful with spending and doesn't believe the salaries recommended are sustainable over time. She said she has no issue with longevity, as it encourages long-term employment.

Commissioner Beaumont would like to see a change in the County's longevity policy, but said the Board cannot abandon the philosophy that was implemented over the first two years of the study. Commissioner White agreed the Board needs to look at longevity and decide how to move forward.

Finance Director, Sandra Hill, was asked to review the Risk Manager position included in the study and presented updates to the budget since its initial presentation.

Discussion concluded and Commissioner White moved to adjourn the Work Session. Commissioner Jarvis seconded the motion. The motion carried, 7-0, and the Work Session closed at 5:31 PM.

### CALL TO ORDER

The Currituck County Board of Commissioners met for continued discussion and consideration of items included on the June 20, 2022, regular meeting agenda. The meeting was recessed by the Chairman and was scheduled to reconvene on Monday, June 27, 2022, at 6:00 PM in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina.

Attendee Name	Title	Status	Arrived
Michael H. Payment	Chairman	Present	
Paul M. Beaumont	Vice Chairman	Present	
J. Owen Etheridge	Commissioner	Present	
Mary "Kitty" Etheridge	Commissioner	Present	
Selina S. Jarvis	Commissioner	Present	
Kevin E. McCord	Commissioner	Present	
Bob White	Commissioner	Present	

The meeting was reconvened by Chairman Payment and called to order.

### NEW BUSINESS

#### A. Consideration of an Amendment to the Board of Commissioners Rules of Procedure to Provide for a Reading of a Code of Ethics Statement at Each Meeting

Commissioner Beaumont said the ethics statement presented for consideration needed to be rewritten and moved to table the item until the July 18, 2022, Commissioners meeting. Commissioner McCord seconded the motion. The motion carried, 5-2, with Commissioner Mary Etheridge and Commissioner Jarvis opposed. Vice-chairman Beaumont will personally revise the language and forward to the Board for comment.

<b>RESULT:</b>	<b>TABLED [5 TO 2]</b>	<b>Next: 7/18/2022 6:00 PM</b>
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner	
<b>NAYS:</b>	Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner	

## **B. Consider Adoption of the County's Annual Budget for Fiscal Year 2022-2023**

County Manager, Ike McRee, began with a review of the changes made to the budget since it was originally presented on May 16, 2022. He noted Board discussion at the earlier work session resulted in the Board agreeing to fund the Sheriff's Office salary proposal at an additional \$273,390 which will be paid for by a reduction in the Sheriff's Capital Outlay budget. , Commissioners agreed to fund Phase 3 Salary Study recommendations with the exception of the Assistant County Manager position, which will move from Grade 111 to Grade 109. Changes to property and liability costs were reported. Following review, Commissioner Mary Etheridge questioned the exception to the Pay Study recommendations.

### **Motion to recuse Commissioner McCord from voting on the budget for the Sheriff's Office.**

Commissioner McCord asked Mr. McRee if he should be recused from voting on the budget because of its direct benefit to him as an employee of the Sheriff's Office. Mr. McRee suggested the Board take a separate vote for Sheriff's Office funding, from which Commissioner McCord may be recused.

Commissioner McCord made a motion to allow his recusal from voting on the Sheriff's Office budget. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 7-0, and Commissioner McCord exited the meeting.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Kevin E. McCord, Commissioner
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### **Motion on Adoption of the Sheriff's Office budget for Fiscal Year 2022-2023**

Commissioner Beaumont moved for approval of the Sheriff's budget with the increase in labor and the reduction of capital expenditures. Commissioner J. Owen Etheridge seconded the motion. The motion carried, 5-1, with Commissioner Mary Etheridge opposed.

Commissioner McCord returned to the meeting room and was reseated with fellow Board members.

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

<b>RESULT:</b>	<b>APPROVED [6 TO 1]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	J. Owen Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner
<b>NAYS:</b>	Mary "Kitty" Etheridge, Commissioner

### **Motion on Adoption of the County's Annual Budget for Fiscal Year 2022-2023**

Commissioner McCord moved for approval of the County's annual budget for Fiscal Year 2022-2023, with modifications as presented by the County Manager. Chairman Payment seconded the motion. The motion carried, 5-2, with Commissioner Mary Etheridge and Commissioner Jarvis opposed.

Commissioner Mary Etheridge disagreed with the high percentage increases recommended in the Phase 3 Pay Study for the highest paid employees, and Commissioner Jarvis offered to discuss her position with anyone who has questions.

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

<b>COUNTY OF CURRITUCK</b>		
<b>BUDGET ORDINANCE</b>		
For the Year Ending June 30, 2023		
BE IT ORDAINED by the Board of Commissioners, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2022 and ending June 30, 2023.		
<b>SECTION 1. GENERAL FUND</b>		
A. Estimated Resources:		
Ad Valorem Taxes	\$ 37,595,112	
Other Taxes and Licenses	10,401,500	
Intergovernmental Revenues	2,830,480	
Permits and Fees	3,801,037	
Sales and Services	852,192	
Investment Earnings	200,000	
Miscellaneous	684,000	
	<u>56,364,321</u>	
Transfers In	11,639,689	
Appropriated fund balance	2,558,569	
	<u>14,198,258</u>	
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 70,562,579</b>	
B. Appropriations:		
Administration	\$ 1,050,637	
Legal	397,285	
Governing Body	190,955	
Elections	222,985	
Finance	1,153,740	
Information Technology Services	1,283,589	
Human Resources	407,772	
Tax	714,299	
Public Works	3,258,535	
Public Utilities	420,045	
Corolla ABC Store	27,500	
Register of Deeds	1,350,888	
Court Facilities	235,770	
Sheriff	8,958,847	
Detention Center	2,833,253	
Animal Control	946,598	
Jury Commission	2,450	
Emergency Medical Services	6,307,527	
Emergency Management	325,981	
Communications	1,488,345	
Inspections	1,134,186	
Fire Services		
County Fire Services	258,946	
Volunteer System	263,353	
Moyock Vol Fire Department	253,125	
Crawford Vol Fire Department	353,241	
Lower Currituck Vol Fire Department	326,510	
Carova Bch Vol Fire Department	427,974	
Public Safety Center	213,494	



	Medical Examiner	35,000	
	Airport	553,739	
	Soil Conservation	161,900	
	Inter County Transit Authority	48,592	
	Forestry	102,774	
	Cooperative Extension	613,901	
	Planning	1,098,314	
	Health Administration	386,765	
	Mental Health	89,225	
	Social Services Administration	4,294,768	
	Public Assistance	636,770	
	County Assistance	149,304	
	Juvenile Justice Programs	131,681	
	Parks & Recreation	1,186,563	
	Rural Center	261,194	
	Library	769,786	
	Senior Center	437,804	
	Local Current Expense	13,078,302	
	Capital Outlay	1,400,000	
	College of the Albemarle	243,927	
	Bonds Payable	2,784,423	
	Interest	407,113	
	Agency Appropriations	41,000	
	Central Services	1,028,888	
	Appropriations to other funds	5,813,016	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 70,562,579</b>	
<b>SECTION 2. TOURISM DEVELOPMENT AUTHORITY</b>			
A.	Estimated Resources:		
	Other taxes and licenses	\$ 13,246,084	
	Other revenues	202,500	
	Investment earnings	142,376	
	Appropriated fund balance	2,091,626	
	Transfer In	50,000	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 15,732,586</b>	
B.	Appropriations:		
	Tourism Promotion	\$ 4,237,570	
	Tourism Related Expenditures		
	General Tourism Related Expenditures		
	Historic Corolla Park	3,631,527	
	Transfers to other funds	7,863,489	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 15,732,586</b>	
<b>SECTION 3. REVALUATION FUND</b>			
A.	Estimated Resources:		
	Transfer In	\$ 121,000	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 121,000</b>	
B.	Appropriations:		
	Operations	\$ 121,000	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 121,000</b>	

<b>SECTION 4. CAROVA BEACH ROAD SERVICE DISTRICT FUND</b>		
A.	Estimated Resources:	
	Ad Valorem Taxes	\$ 64,535
	Permits and fees	34,000
	Transfer In	30,000
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 128,535</b>
B.	Appropriations:	
	Operations	\$ 126,676
	Transfer Out	1,859
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 128,535</b>
<b>SECTION 5. COROLLA FIRE SERVICE DISTRICT FUND</b>		
A.	Estimated Resources:	
	Ad Valorem Taxes	\$ 1,642,175
	Transfer In	2,252,356
	Appropriated fund balance	430,940
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 4,325,471</b>
B.	Appropriations:	
	Operations	\$ 4,325,471
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,325,471</b>
<b>SECTION 6. KNOTTS ISLAND FIRE SERVICE DISTRICT FUND</b>		
A.	Estimated Resources:	
	Ad Valorem Taxes	\$ 105,486
	Investment earnings	5,000
	Transfers from other funds	1,264,660
	Appropriated fund balance	154,290
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 1,529,436</b>
B.	Appropriations:	
	Operations	\$ 1,529,436
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 1,529,436</b>
<b>SECTION 7. EMERGENCY EQUIPMENT REPLACEMENT FUND</b>		
A.	Estimated Resources:	
	Investment earnings	\$ 2,500
	Transfer In	325,000
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 327,500</b>
B.	Appropriations:	
	Contracted Services	\$ 31,000
	Capital Outlay	296,500
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 327,500</b>
<b>SECTION 8. EMERGENCY TELEPHONE SYSTEM FUND</b>		
A.	Estimated Resources:	
	Other taxes and licenses	\$ 204,688
	Appropriated fund balance	11,000
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$ 215,688</b>

B.	Appropriations:		
	Operations	\$	215,688
	TOTAL APPROPRIATIONS	\$	215,688
<b>SECTION 9. GUINEA MILL WATERSHED IMPROVEMENT FUND</b>			
	Transferred to Moyock Watershed Improvement District in FY2022		
<b>SECTION 10. HOG BRIDGE DITCH WATERSHED IMPROVEMENT FUND</b>			
A.	Estimated Resources:		
	Special district taxes	\$	2,575
	TOTAL ESTIMATED RESOURCES	\$	2,575
B.	Appropriations:		
	Operations	\$	1,865
	Transfer out		710
	TOTAL APPROPRIATIONS	\$	2,575
<b>SECTION 11. MOYOCK WATERSHED IMPROVEMENT FUND</b>			
A.	Estimated Resources:		
	Special district taxes	\$	202,147
	TOTAL ESTIMATED RESOURCES	\$	202,147
B.	Appropriations:		
	Operations	\$	193,758
	Transfer out		8,389
	TOTAL APPROPRIATIONS	\$	202,147
<b>SECTION 12. NORTHWEST WATERSHED IMPROVEMENT FUND</b>			
A.	Estimated Resources:		
	Special district taxes	\$	4,104
	TOTAL ESTIMATED RESOURCES	\$	4,104
B.	Appropriations:		
	Operations	\$	3,962
	Transfers out		142
	TOTAL APPROPRIATIONS	\$	4,104
<b>SECTION 13. OCEAN SANDS NORTH &amp; CROWN POINT WATERSHED IMPROVEMENT FUND</b>			
A.	Estimated Resources:		
	Special district taxes	\$	846,720
	Ad Valorem Taxes - Interest		4,339
	TOTAL ESTIMATED RESOURCES	\$	851,059
B.	Appropriations:		
	Operations	\$	562,709
	Transfers out		288,350
	TOTAL APPROPRIATIONS	\$	851,059

<b>SECTION 14. WHALEHEAD WATERSHED IMPROVEMENT FUND</b>		
A. Estimated Resources:		
Special district taxes	\$	1,051,515
Investments		7,500
Appropriated fund balance		261,639
TOTAL ESTIMATED RESOURCES	\$	1,320,654
B. Appropriations:		
Operations	\$	129,738
Capital Outlay		750,000
Transfer out		440,916
TOTAL APPROPRIATIONS	\$	1,320,654
<b>SECTION 15. WHALEHEAD BEACH SOLID WASTE COLLECTION &amp; DISPOSAL SERVICE DISTRICT</b>		
A. Estimated Resources:		
Special district taxes	\$	125,503
TOTAL ESTIMATED RESOURCES	\$	125,503
B. Appropriations:		
Operations	\$	125,503
TOTAL APPROPRIATIONS	\$	125,503
<b>SECTION 16. DEPARTMENT OF SOCIAL SERVICES FUND</b>		
A. Estimated Resources:		
Operating revenues - DSS Client Accounts	\$	250,000
TOTAL ESTIMATED RESOURCES	\$	250,000
B. Appropriations:		
Expenses paid on behalf of others - DSS Client Accounts	\$	250,000
TOTAL APPROPRIATIONS	\$	250,000
<b>SECTION 17. FINES AND FORFEITURES</b>		
A. Estimated Resources:		
Operating revenues - Fines and Forfeitures	\$	250,000
TOTAL ESTIMATED RESOURCES	\$	250,000
B. Appropriations:		
Fees paid to the Board of Education	\$	250,000
TOTAL APPROPRIATIONS	\$	250,000
<b>SECTION 18. DEEDS OF TRUST</b>		
A. Estimated Resources:		
Operating revenues - Deeds of Trust	\$	50,000
TOTAL ESTIMATED RESOURCES	\$	50,000
B. Appropriations:		
Remitted to the State Treasurer - Deeds of Trust	\$	50,000
TOTAL APPROPRIATIONS	\$	50,000



<b>SECTION 19. INMATE CUSTODIAL</b>				
A.	Estimated Resources:			
	Inmate deposits	\$	200,000	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>200,000</b>	
B.	Appropriations:			
	Inmate expenses	\$	200,000	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>200,000</b>	
<b>SECTION 20. CAPITAL IMPROVEMENT FUND</b>				
A.	Estimated Resources:			
	Other taxes and licenses	\$	2,900,000	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>2,900,000</b>	
B.	Appropriations:			
	Contingency	\$	1,900,000	
	Transfers out - Operations		1,000,000	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>2,900,000</b>	
<b>SECTION 21. SCHOOL CAPITAL FUND</b>				
A.	Estimated Resources:			
	Other taxes and licenses	\$	2,750,000	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>2,750,000</b>	
B.	Appropriations:			
	Transfers out	\$	2,750,000	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>2,750,000</b>	
<b>SECTION 22. TRANSFER TAX CAPITAL FUND</b>				
A.	Estimated Resources:			
	Other taxes and licenses	\$	5,763,834	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>5,763,834</b>	
B.	Appropriations:			
	Transfers out		5,763,834	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>5,763,834</b>	
<b>SECTION 23. LAND BANKING FUND</b>				
A.	Estimated Resources:			
	Transfers in	\$	200,000	
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>200,000</b>	
B.	Appropriations:			
	Capital outlay	\$	200,000	
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>200,000</b>	

<b>SECTION 24. OCEAN SANDS WATER AND SEWER FUND</b>		
A. Estimated Resources:		
Special district taxes	\$	559,948
Operating revenues		1,454,921
Investment earnings		20,000
T F - Ocean Sands Sys Dev Fee		-
Appropriated retained earnings		598,516
TOTAL ESTIMATED RESOURCES	\$	2,660,885
B. Appropriations:		
Administration	\$	224,525
Water Treatment Operations		667,597
Sewer Treatment Operations		476,200
Capital outlay		667,000
Debt Service		625,563
TOTAL APPROPRIATIONS	\$	2,660,885
<b>SECTION 25. MAINLAND WATER FUND</b>		
A. Estimated Resources:		
Operating revenues	\$	4,962,000
Other revenue		45,000
Transfers in		550,000
Appropriated retained earnings		827,606
TOTAL ESTIMATED RESOURCES	\$	6,384,606
B. Appropriations:		
Administration	\$	611,086
Water Treatment Operations		1,876,465
Debt Service		1,523,907
Capital Outlay		1,173,148
Transfer out		1,200,000
TOTAL APPROPRIATIONS	\$	6,384,606
<b>SECTION 26. MAINLAND WATER DEVELOPMENTAL FEE FUND</b>		
A. Estimated Resources:		
Operating revenues	\$	550,000
	\$	550,000
B. Appropriations:		
Transfers out	\$	550,000
TOTAL APPROPRIATIONS	\$	550,000
<b>SECTION 27. SOLID WASTE FUND</b>		
A. Estimated Resources:		
Operating revenues	\$	5,223,357
Non-operating revenues		67,000
Transfers in		3,200,000
Investment earnings		40,000
TOTAL ESTIMATED RESOURCES	\$	8,530,357
B. Appropriations:		
Administration	\$	198,020
Solid Waste Operations		6,332,337
Capital Outlay		2,000,000
TOTAL APPROPRIATIONS	\$	8,530,357

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

<b>SECTION 28. SOUTHERN OUTER BANKS WATER FUND</b>			
A.	Estimated Resources:		
	Operating revenues	\$	3,333,000
	Non-operating revenues		752,800
	Investment earnings		30,000
	Appropriated retained earnings		439,253
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>4,555,053</b>
B.	Appropriations:		
	Administration	\$	1,122,084
	Water Operations		856,969
	Capital assets		876,000
	Transfer out		1,700,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>4,555,053</b>
<b>SECTION 29. MAINLAND CENTRAL SEWER</b>			
A.	Estimated Resources:		
	Operating revenues	\$	1,103,107
	Other revenue		15,600
	Transfer in		165,000
	Appropriated retained earnings		317,759
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>1,601,466</b>
B.	Appropriations:		
	Administration	\$	148,817
	Sewer Operations		954,149
	Transfers out		27,500
	Capital assets		471,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>1,601,466</b>
<b>SECTION 30. MAINLAND SEWER DEVELOPMENTAL FEE FUND</b>			
A.	Estimated Resources:		
	Operating revenues	\$	165,000
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>165,000</b>
B.	Appropriations:		
	Transfers out	\$	165,000
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>165,000</b>
<b>SECTION 31. POST-EMPLOYMENT RETIREMENT BENEFITS FUND</b>			
A.	Estimated Resources:		
	Retiree benefits	\$	454,786
	Fund Balance Appropriated		45,098
	<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>499,884</b>
B.	Appropriations:		
	Operations	\$	724,884
	<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>724,884</b>

**SECTION 32. AD VALOREM TAX RATE ESTABLISHED**

There is hereby levied a tax rate of Forty-Six cents (\$0.46) per One Hundred dollars (\$100) valuation of all real and personal property situated in the County of Currituck on January 1, 2022 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in Section 1, Part A of this ordinance.

The rate of tax is based on estimated total valuation of property for the purpose of taxation of \$8,228,991,925 and an estimated rate of collection of 99.08%. The estimated rate of collection is based on the fiscal year ended June 30, 2021.

**SECTION 33. SPECIAL DISTRICT TAX RATES ESTABLISHED**

Corolla Fire Service District	0.050
Knotts Island Fire Service District	0.050
Carova Beach Road Service District	0.020
Hog Bridge Ditch Watershed Improvement District	0.010
Moyock Combined Watershed Improvement District	0.015
Northwest Watershed Improvement District	0.020
Ocean Sands North and Crown Point Watershed Improvement District	0.150
Whalehead Watershed Improvement District	0.155
Whalehead Beach Solid Waste Collection & Disposal Service District	0.019
Ocean Sands Water & Sewer District	0.103

**SECTION 34. ANIMAL TAX RATE ESTABLISHED**

There is hereby levied an animal tax of Three dollars (\$3.00) for all male and spayed female dogs and Six dollars (\$6.00) for all fertile female dogs listed for taxes as of January 1, 2021.

**SECTION 35. SOLID WASTE COLLECTION AND DISPOSAL RATE ESTABLISHED**

There is hereby established a disposal fee pursuant to Section 11-5(a) of the Solid Waste Ordinance of Ninety dollars (\$90.00) per ton for in-County waste and One Hundred dollars (\$100.00) per ton for out-of-County waste.

There is hereby levied an annual solid waste collection and disposal availability fee pursuant to Section 11-5(b) of the Solid Waste Ordinance of Four Hundred Thirty-Six dollars (\$436) for all units on the Southern Outer Banks with door to door service and Two Hundred Thirty-Nine dollars (\$239) for all units located elsewhere within the County of Currituck.

**SECTION 36. EMPLOYEE COMPENSATION**

Employee compensation is included in summary form. Individual employee salaries are hereby approved and set as presented in the supporting documents presented as part of the budget deliberation process and officially filed with the Human Resources Director.

**SECTION 37. OTHER FEES**

The County of Currituck charges various fees. These fees are detailed in the Master Fee schedule that is presented in the appendix of the budget document.



**SECTION 38. DISBURSEMENT OF SCHOOL APPROPRIATIONS**

The amount here within appropriated as School Local Current Expense shall be disbursed to the school finance officer in twelve (12) equal monthly installments.

The amount here within appropriated as School Capital Outlay shall be disbursed to the school finance officer according to a mutually agreed disbursing schedule.

A quarterly progress report shall be furnished by the Board of Education to the Board of Commissioners detailing the extent to which all school capital outlay and school capital construction monies have been expended.

**SECTION 39. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions:

- A. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- B. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- C. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an official report on such transfers at a regular meeting of the Board of Commissioners.
- D. He may make inter-fund loans for a period of not more than sixty (60) days.
- E. He may not transfer any amounts between funds or from any contingency line items within any funds.

**SECTION 40. CONTRACTUAL OBLIGATIONS**

The County Manager and the Assistant County Manager are hereby authorized to execute contractual documents under the following conditions:

- A. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- B. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. §143-129.
- C. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- D. They may execute grant agreements to and from public and non-profit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- E. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

- F. Notwithstanding the authority granted in paragraphs a, b, c, d and e of this section, they may execute contracts with an elected official representing the county only after the contract with an elected official representing the county, and the amount to be paid under the contract, is approved by the Board of Commissioners in the manner provided by G. S. §14-234.

#### SECTION 41. MICRO-PURCHASE THRESHOLD SELF-CERTIFICATION

In accordance with 2 C.F.R. § 200.320(a)(1)(iv) and the applicable provisions of North Carolina law, the County hereby self-certifies the following micro-purchase thresholds, each of which is a "higher threshold consistent with State law" under 2 C.F.R. § 200.320(a)(1)(iv)(C):

- A. \$30,000, for the purchase of "apparatus, supplies, materials, or equipment"; and
- B. \$30,000, for the purchase of "construction or repair work", and
- C. \$50,000, for the purchase of services not subject to competitive bidding under North Carolina law; and
- D. \$50,000, for the purchase of services subject to the qualifications-based selection process in the Mini-Brooks Act; provided that such threshold shall apply to a contract only if the County has exercised an exemption to the Mini-Brooks Act, in writing, for a particular project pursuant to N.C Gen. Stat. § 143-64.32. If the exemption is not authorized, the micro-purchase threshold shall be \$0.

The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).

The self-certification made herein shall be effective as of the date hereof and shall be applicable until the end of the current fiscal year but shall not be applicable to Federal financial assistance awards issued prior to November 12, 2020, including financial assistance awards issued prior to that date under the Coronavirus Aid, Relief, and Economic Support (CARES) Act of 2020 (Pub. L. 116-136).

In the event that the County receives funding from a federal grantor agency that adopts a threshold more restrictive than those contained herein, the County shall comply with the more restrictive threshold when expending such funds.

The County shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2

The County shall maintain documentation to be made available to a Federal awarding agency, any pass-through entity, and auditors in accordance with 2

The Purchasing and Contracting Policy shall be revised to reflect the increased micro-purchase thresholds specified herein, and to take all such actions, individually and collectively, to carry into effect the purpose and intent of this

**SECTION 42. MEMORANDA****A. Officers:**

Donald I. McRee, Jr. is the Budget Officer  
 Leeann Walton is the Clerk to the Board  
 Samantha Evans is the Deputy Clerk to the Board  
 Rebecca Gay is the Assistant County Manager  
 Sandra L. Hill is the Finance Director  
 Caron Crouse is the Assistant Finance Director/Deputy Finance Director  
 Bridget Brinkley is the Deputy Finance Director  
 Tracy L. Sample is the Tax Collector  
 Michelle Rose is the Deputy Tax Collector

**B. Facsimile Signatures:**

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing

**C. Official Depositories:**

The official depositories of the County of Currituck are:  
 Bank of America, North Carolina  
 North Carolina Cash Management Trust, Charlotte, North Carolina  
 Towne Bank of Currituck, North Carolina  
 Truist Bank, North Carolina  
 Wells Fargo, North Carolina

**D. Bank for Imprest Expenditure Accounts for Health Benefits:**

Citibank, N.A.

**E. Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).****F. Returned Check or Electronic Funds Transfer Fees:**

The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

**G. Policy on Appropriations:**

The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

**SECTION 43. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this 27th of June 2022

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

**RESULT:** **APPROVED [5 TO 2]**  
**MOVER:** Kevin E. McCord, Commissioner  
**SECONDER:** Michael H. Payment, Chairman  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner  
**NAYS:** Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner

### C) Consent Agenda

Commissioner Beaumont moved for approval of the Consent Agenda. Commissioner Jarvis seconded the motion. The motion carried, 7-0.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Paul M. Beaumont, Vice Chairman  
**SECONDER:** Selina S. Jarvis, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### 1. Budget Amendments

		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
35511-532000	Inmate Expenses	\$ 200,000	
35340-400000	Inmate Contributions		\$ 200,000
		<u>\$ 200,000</u>	<u>\$ 200,000</u>
<b>Explanation:</b>	Inmate Custodial Fund (35511) - Initial budget to implement GASB Statement No. 84 as it relates to accounting for inmate custodial funds. These are funds collected at intake or contributions made on an inmates behalf that can be used for commissary purchases. Any balances remaining on accounts are released to the inmate or are transferred to another facility upon discharge from Currituck Detention Center.		
<b>Net Budget Effect:</b>	Inmate Custodial Fund (35) - Increased by \$200,000.		



20220154		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
31750-545001	DSS Client Payments	\$ 75,000	
31380-482001	DSS Client Revenues		\$ 75,000
		\$ 75,000	\$ 75,000
<b>Explanation:</b>	DSS Custodial Fund (31) - Increase appropriations for DSS custodial funds due to increase in clients.		
<b>Net Budget Effect:</b>	DSS Custodial Fund (31) - Increased by \$75,000.		
20220155		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
32330-422000	Fines & Forfeitures		\$ 175,000
32490-545500	Fines & Forfeitures	\$ 175,000	
		\$ 175,000	\$ 175,000
<b>Explanation:</b>	Fines & Forfeitures (32490) - Increase appropriations to account for increased collections in fines & forfeitures for this fiscal year.		
<b>Net Budget Effect:</b>	Fines & Forfeiture Fund (32) - Increased by \$175,000.		
20220156		Debit	Credit
		Decrease Revenue or Increase Expense	Increase Revenue or Decrease Expense
<u>Account Number</u>	<u>Account Description</u>		
34380-482002	Deed of Trust Fees		\$ 25,000
34480-545001	Deed of Trust Fees	\$ 25,000	
		\$ 25,000	\$ 25,000
<b>Explanation:</b>	Deed of Trust Fees (34480) - Increase appropriations due to increases in recording Deeds of Trust this fiscal year.		
<b>Net Budget Effect:</b>	Deeds of Trust Fees Fund (34) - Increased by \$25,000.		

## ADJOURN

Business concluded and Commissioner Beaumont made a motion to adjourn. Commissioner White seconded the motion. The motion carried, 7-0, and the regular meeting of the Board of Commissioners adjourned at 6:15 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Paul M. Beaumont, Vice Chairman
<b>SECONDER:</b>	Bob White, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### **SPECIAL MEETING-TOURISM DEVELOPMENT AUTHORITY**

The Currituck County Board of Commissioners sat as the Tourism Development Authority in a Special Meeting after adjourning the 6:00 PM meeting of June 27, 2022, reconvened from the June 20, 2022, recessed meeting. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering adoption of the Tourism Development Authority annual budget for Fiscal Year 2022-2023.

#### **Consider Adoption of the Tourism Development Authority Budget for Fiscal Year 2022-2023.**

The meeting was called to order at 6:15 PM. There was no discussion and Commissioner White moved to adopt the Tourism Development Authority annual budget for Fiscal Year 2022-2023. Commissioner Beaumont seconded the motion. The motion carried, 7-0.

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

**CURRITUCK COUNTY TOURISM DEVELOPMENT AUTHORITY****BUDGET ORDINANCE**

For the Year Ending June 30, 2023

BE IT ORDAINED by the Currituck County Tourism Development Authority, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

**SECTION 1. OCCUPANCY TAX - PROMOTION****A. Estimated Resources:**

Occupancy Tax	\$	13,246,084
Other revenues		202,500
Investment earnings		142,376
Transfer in		50,000
Appropriated fund balance		2,091,626
		<u>15,732,586</u>
<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>15,732,586</b>

**B. Appropriations:**

Occupancy Tax - Promotion	\$	4,237,570
Occupancy Tax - Tourism related		2,322,680
Whalehead Museums		1,308,847
Transfers out		7,863,489
		<u>15,732,586</u>
<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>15,732,586</b>

The information above is presented in summary form. Complete detailed information is available in the County budget.

**SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.

- A. He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.
- B. He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.
- C. He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners.
- D. He may make interfund loans for a period of not more than sixty days (60).
- E. He may not transfer any amounts between funds or from any contingency line items within any funds.

**SECTION 3. CONTRACTUAL OBLIGATIONS**

The County Manager or the Assistant County Manager are hereby authorized to execute contractual documents under the following conditions:

- A. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- B. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- C. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- D. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- E. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

**SECTION 4. MEMORANDA**

A.

**Officers:**

Donald I. McRee, Jr. is the Budget Officer  
 Leeann Walton is the Clerk to the Board  
 Samantha Evans is the Deputy Clerk to the Board  
 Rebecca Gay is the Assistant to the County Manager  
 Sandra L. Hill is the Finance Director  
 Caron Crouse is the Assistant Finance Director/Deputy Finance Director  
 Bridget Brinkley, Deputy Finance Director  
 Tracy L. Sample is the Tax Collector  
 Michelle Rose is the Deputy Tax Collector

B.

**Facsimile Signatures:**

The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.

C.

**Official Depositories:**

The official depositories of the County of Currituck are:  
 Bank of America, North Carolina  
 Truist, North Carolina  
 North Carolina Cash Management Trust, Charlotte, North Carolina  
 Towne Bank of Currituck, North Carolina  
 Wells Fargo, North Carolina

D.

**Bank for Imprest Expenditure Accounts for Health Benefits:**

Citibank, N.A.

E.

Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).

F.

**Returned Check or Electronic Funds Transfer Fees:**

The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.

G.

**Policy on Appropriations:**

The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

**SECTION 5. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this 27th day of June 2022.

**RESULT:****APPROVED [UNANIMOUS]****MOVER:**

Bob White, Commissioner

**SECONDER:**

Paul M. Beaumont, Vice Chairman

**AYES:**

Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**ADJOURN TDA MEETING**

Business concluded and Commissioner Jarvis moved to adjourn. Commissioner Mary Etheridge seconded the motion. The motion carried, 7-0, and the meeting of the Tourism Development Authority adjourned at 6:16 PM.

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)



<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Selina S. Jarvis, Commissioner
<b>SECONDER:</b>	Mary "Kitty" Etheridge, Commissioner
<b>AYES:</b>	Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

### **SPECIAL MEETING-OCEAN SANDS WATER AND SEWER DISTRICT BOARD**

The Currituck County Board of Commissioners sat as the Ocean Sands Water and Sewer District Board in a Special Meeting following adjournment of the 6:00 PM meeting on June 27, 2022, a meeting reconvened from the June 20, 2022 recessed meeting. The meeting was held in the Board Meeting Room of the Historic Courthouse, 153 Courthouse Road, Currituck, North Carolina, for the purpose of considering adoption of the Ocean Sands Water and Sewer District annual budget for Fiscal Year 2022-2023.

#### **Consider Adoption of the Ocean Sands Water and Sewer District Budget for Fiscal Year 2022-2023**

The meeting was called to order at 6:16 PM. There was no discussion and Commissioner White moved to adopt the Ocean Sands Water and Sewer District annual budget for Fiscal Year 2022-2023. Commissioner McCord seconded the motion. The motion carried, 7-0.

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

**CURRITUCK COUNTY OCEAN SANDS WATER & SEWER DISTRICT****BUDGET ORDINANCE**

Annual Budget for FY 2023

BE IT ORDAINED by the Currituck County Ocean Sands Water and Sewer District, County of Currituck, North Carolina that the following estimated resources, appropriations, and memoranda are adopted for the fiscal year commencing July 1, 2022 and ending June 30, 2023.

**SECTION 1. OCEAN SANDS WATER & SEWER OPERATING FUND****A. Estimated Resources:**

District Taxes	\$	559,948
Charges for Services - Water		641,300
Charges for Services - Sewer		800,000
Other non-operating revenues		13,621
Investment earnings		20,000
Transfers from other funds		27,500
Retained earnings appropriated		598,516
		<u>2,660,885</u>

<b>TOTAL ESTIMATED RESOURCES</b>	<b>\$</b>	<b>2,660,885</b>
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**B. Appropriations:**

Water operations	\$	667,597
Sewer operations		476,200
Operations - Administration		224,525
Debt - sewer		625,563
Capital outlay - water		46,500
Capital outlay - sewer		620,500
		<u>2,660,885</u>

<b>TOTAL APPROPRIATIONS</b>	<b>\$</b>	<b>2,660,885</b>
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The information above is presented in summary form. Complete detailed information is available in the County budget.

**SECTION 2. SPECIAL APPROPRIATIONS AND RESTRICTIONS**

The Budget Officer is hereby authorized to transfer appropriations within the funds as contained herein under the following conditions.

- |    |   |
|----|---|
| A. | He may transfer amounts within the same department within the same fund up to Ten Thousand dollars (\$10,000) providing an official report on such transfers at a regular meeting of the Board of Commissioners on a quarterly basis.   |
| B. | He may transfer amounts between departments within the same fund up to One Thousand dollars (\$1,000) providing an official report on such transfers at the next regular meeting of the Board of Commissioners.   |
| C. | He may appropriate fund balance to salaries and benefits in order to increase salaries of employees who have met requirements to increase certifications required by the County providing an office report on such transfers at the next regular meeting of the Board of Commissioners. |
| D. | He may make interfund loans for a period of not more than sixty days (60).  |
| E. | He may not transfer any amounts between funds or from any contingency line items within any funds.  |

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)

**SECTION 3. CONTRACTUAL OBLIGATIONS**

The County Manager or the County Attorney are hereby authorized to execute contractual documents under the following conditions:

- A. They may execute contracts for construction or repair projects which do not require formal competitive bid procedures.
- B. They may award contracts, reject bids, re-advertise for bids, waive bid bonds or bid deposit requirements, and waive performance and payment bond requirements for all formal bids of apparatus, supplies, materials and equipment as stated in G. S. 143-129.
- C. They may execute contracts for (1) purchases of apparatus, supplies, and materials, or equipment which are within the budgeted departmental appropriations; (2) leases of personal property for a duration of one year or less and within budgeted departmental appropriations; and (3) services which are within budgeted departmental appropriations.
- D. They may execute grant agreements to and from public and nonprofit organizations which are within budgeted appropriations, unless a grantor organization requires execution by the Board of Commissioners.
- E. They may execute contracts, as the lessor or lessee of real property, which are of a duration of one year or less which are within the budgeted departmental appropriations.

**SECTION 4. MEMORANDA**

- A. Officers:  
Donald I. McRee, Jr. is the Budget Officer  
Leeann Walton is the Clerk to the Board  
Samantha Evans is the Deputy Clerk to the Board  
Sandra L. Hill is the Finance Director  
Caron Crouse is the Assistant Finance Director/Deputy Finance Director  
Bridget Brinkley, Deputy Finance Director  
Tracy L. Sample is the Tax Collector  
Michelle Rose is the Deputy Tax Collector
- B. Facsimile Signatures:  
  
The use of facsimile signature machines, signature stamps, or similar devices in signing checks and drafts is hereby authorized; however, off-line checks and pre-audit certification requires in the minimum of one original authorizing signature. The Finance Director is hereby charged with the custody of all facsimile stamps, plates or other devices.
- C. Official Depositories:  
The official depositories of the County of Currituck are:  
Bank of America, North Carolina  
Truist, North Carolina  
North Carolina Cash Management Trust, Charlotte, North Carolina  
Towne Bank of Currituck, North Carolina  
Wells Fargo, North Carolina
- D. Bank for Imprest Expenditure Accounts for Health Benefits:  
Citibank, N.A.
- E. Daily deposits are required by all departments when the amount of money held on hand sums to Five Hundred dollars (\$500).
- F. Returned Check or Electronic Funds Transfer Fees:  
  
The County will assess a returned check charge consistent with G.S. §25-3-512 on all checks or electronic funds transfers returned to the County due to insufficient or unavailable funds, except for the payment of taxes. The returned check fee will be \$35.00 per item returned. This fee will also be charged for ACH or credit card transactions that are not paid due to insufficient funds.
- G. Policy on Appropriations:  
The Board of County Commissioners will not consider supplemental appropriations for any service, function, purpose or activity that could have been reasonably considered during the budget process.

**SECTION 5. USE OF BUDGET ORDINANCE**

The Budget Officer and the Finance Director shall use this budget ordinance for administration of the budget and for the accounting system.

ADOPTED this 27th day of June 2023.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Paul M. Beaumont, Vice Chairman  
**SECONDER:** Kevin E. McCord, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

**ADJOURN OSWSD MEETING**

Business concluded and Commissioner Beaumont moved to adjourn. Commissioner White seconded the motion. The motion carried, 7-0, and the meeting of the Ocean Sands Water and Sewer District Board adjourned at 6:17 PM.

**RESULT:** **APPROVED [UNANIMOUS]**  
**MOVER:** Paul M. Beaumont, Vice Chairman  
**SECONDER:** Bob White, Commissioner  
**AYES:** Michael H. Payment, Chairman, Paul M. Beaumont, Vice Chairman, J. Owen Etheridge, Commissioner, Mary "Kitty" Etheridge, Commissioner, Selina S. Jarvis, Commissioner, Kevin E. McCord, Commissioner, Bob White, Commissioner

Communication: Minutes for June 27, 2022-Reconvened (Approval Of Minutes-6/15/2022 Work Session; 6/20/2022, 6/27/2022)